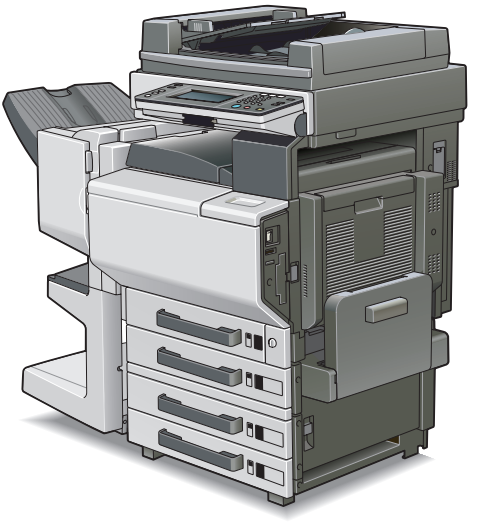
KYOCERA

KM-C2230

Enlarge Display Mode User's Guide



Please read the User's Guide before using the copier.
Keep it close to the copier for easy reference.

Introduction

This User's Guide contains details on the operation of the various functions available in the Enlarge Display mode and on the various operating precautions. In order to ensure that this machine is used correctly and efficiently, carefully read this guide before using the machine.
After reading this guide, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.
The model illustrated in this guide may differ from your machine.

Contents

The topics listed below are described in the Enlarge Display Mode Operations Guide. For details on other topics, refer to the User's Guide.

Additional Information

The descriptions in this guide show sample screens with inch measurements.

The same setting in screens with metric measurements can be specified using the same procedure.

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1 Before Making Copies

This chapter provides information that is important to know before making copies.

1.1 Explanation of Guide Conventions

CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➜ Observe all cautions in order to ensure safe use of this machine.

Reminder!

Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

Additional Information

Text highlighted in this manner provides more detailed information concerning the operating procedure.

Reference

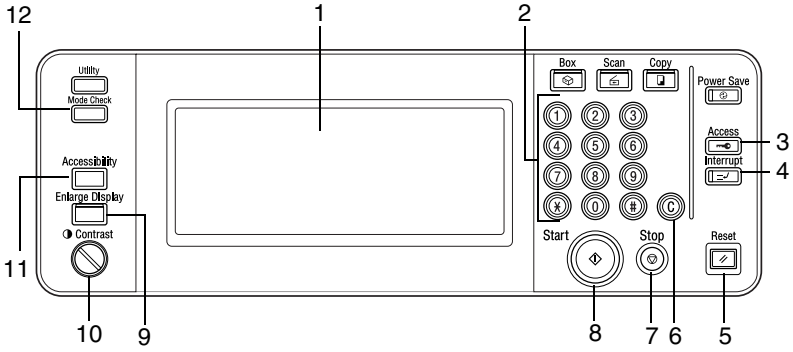
Text highlighted in this manner indicates sections containing additional information. If necessary, refer to the indicated sections.

[ ] This indicates a key either on the touch panel or on the control panel.

1.2 Control Panel Parts and Their Functions

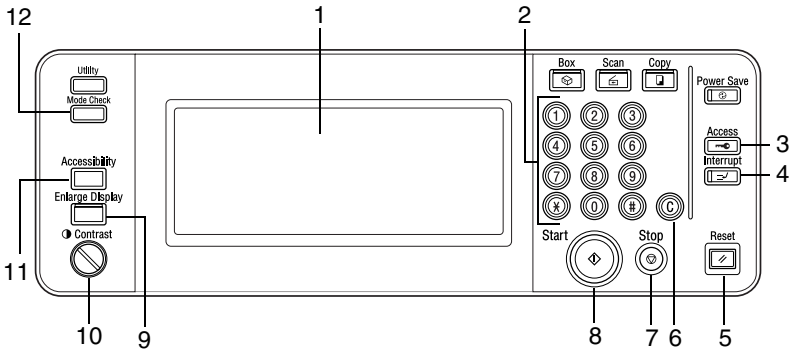
Reference

For details, refer to “Control Panel” on page 2-12 of the User’s Guide.



No.	Part Name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.

No.	Part Name	Description
3	[Access] key	If Volume Track mode has been set, press this key after entering the account number and access code in order to use this machine.
4	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message “Now in Interrupt mode.” appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
5	[Reset] key	Press to reset all settings (except programmed settings) entered in the control panel and touch panel.
6	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
7	[Stop] key	Press the [Stop] key during copying to stop the copy operation.



No.	Part Name	Description
8	[Start] key	Press to start copying. When this machine is ready to begin copying, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, copying cannot begin. Press to continue an interrupted job. For details on jobs, refer to *"Managing Jobs" on page 7-1*.
9	[Enlarge Display] key	Press to enter Enlarge Display mode.
10	Contrast-adjusting dial	Use to adjust the contrast of the touch panel.
11	[Accessibility] key	Press to display the screen for specifying the user accessibility functions.

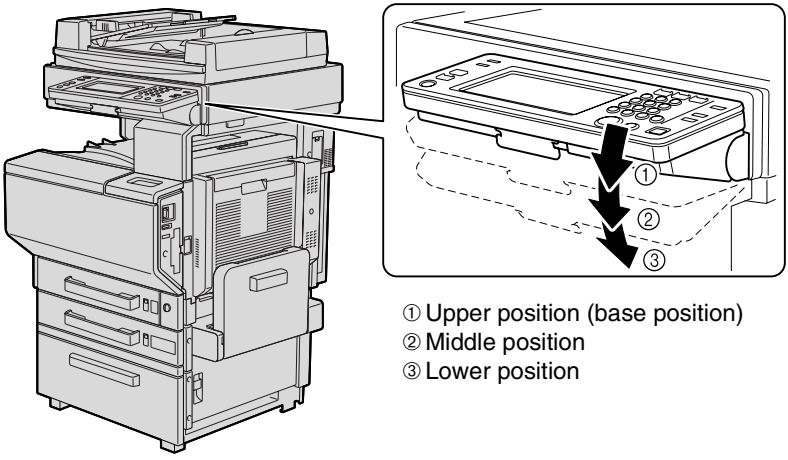
No.	Part Name	Description
12	[Mode Check] key	Press to display screens showing the specified settings.

1.3 Adjusting the Angle of the Control Panel

Reference

For details, refer to “Adjusting the Angle of the Control Panel” on page 2-23 of the User’s Guide.

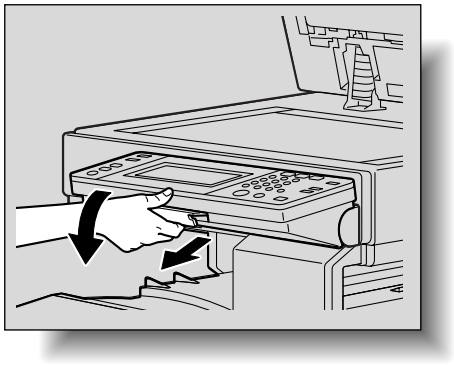
The control panel can be adjusted to any of three angles. Adjust the control panel to the angle that allows for easy operation.



① Upper position (base position)
② Middle position
③ Lower position

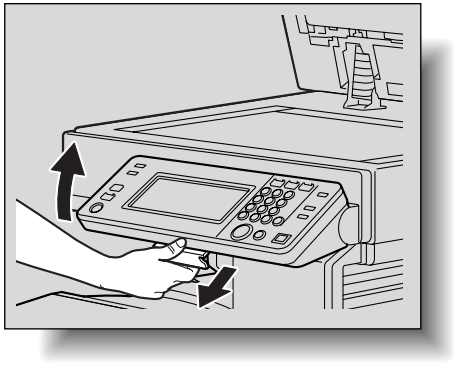
To lower the angle of the control panel

➜ Pull the control panel release lever toward you, and then push down on the control panel.



To raise the angle of the control panel

➜ Pull the control panel release lever toward you, and then pull up on the control panel.



1.4 Touch Panel

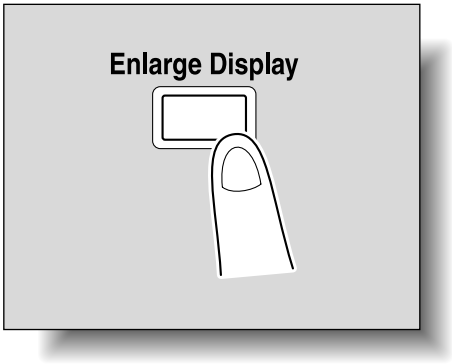
Displaying the enlarged Basic screen

Reference

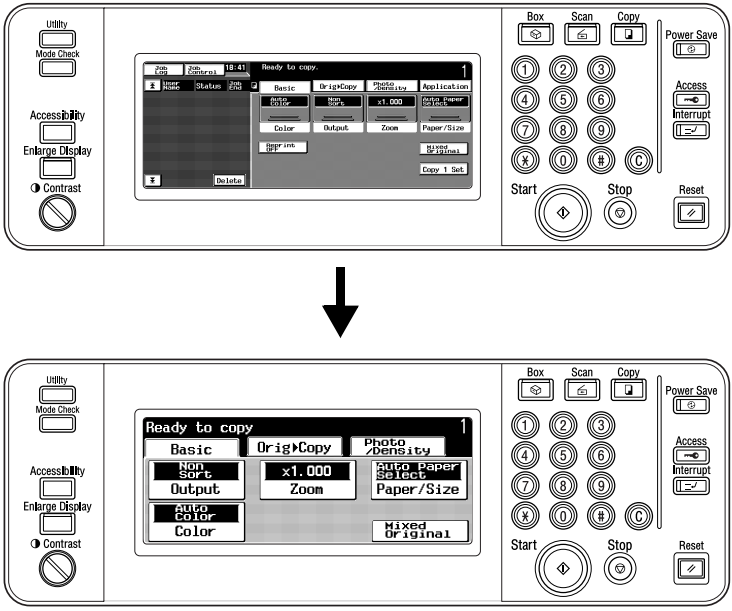
For details, refer to “Touch Panel” on page 2-14 of the User’s Guide.

When this machine is turned on (the power switch is set to “I”), the standard-sized Basic screen appears in the touch panel.

➜ Press the [Enlarge Display] key in the control panel.



The enlarged Basic screen appears in the touch panel.



...

Additional Information

Press the [Enlarge Display] key in the control panel to return the Basic screen to its standard size.

Touch panel operation

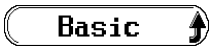
To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.

CAUTION

Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

➜ Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

Keys displayed in the touch panel



Touch this key to display the Basic screen.

This key appears when there are jobs queued to be printed. Touch this key to display the Job List screen. For details on jobs, refer to *chapter 7 "Managing Jobs"*.

This key appears when there is a message indicating that a print error occurred. Touch this key to display the message, and then perform the necessary steps.

This key appears when there is a message indicating that maintenance is required. Touch this key to display the message, and then perform the necessary steps.

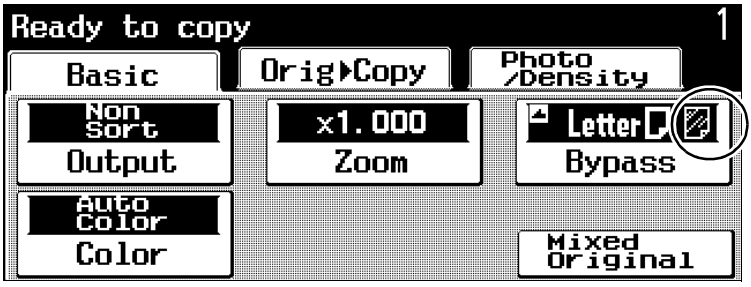
Touch this key to display the message at an enlarged size.

Touch this key to return the message to its standard size from the enlarged size.

This key appears if an error occurs during image stabilizing, or during print or scan operations.
Touch this key to display the status of the machine. Inform the service representative of the number that is displayed.

Paper type icons

If paper other than plain paper is specified for the 1st drawer and the multiple bypass tray, the icon indicating the paper type appears in the Paper/Size screen.

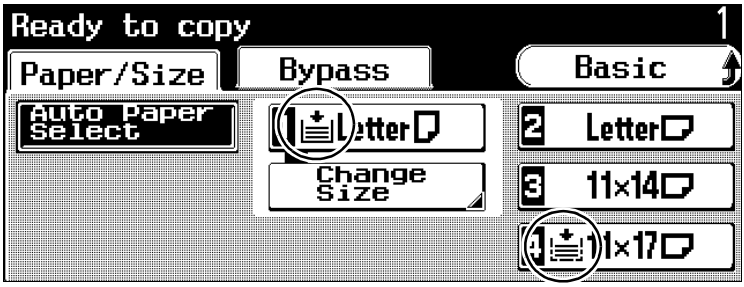


Paper type icons that appear

Overhead projector transparencies	Envelopes	Thick paper 1
Thick paper 2	Thick paper 3	Second side of a double-sided copy on plain paper
Second side of a double-sided copy on thick paper 1	Second side of a double-sided copy on thick paper 2	Second side of a double-sided copy on thick paper 3

Paper supply icons

The amount of paper that remains is indicated in the screen where the paper size is selected. For details about the screen for selecting the paper size, refer to *"Selecting a Paper Setting" on page 5-23*.

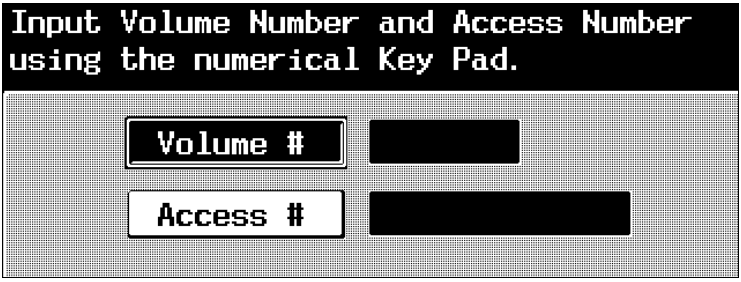


Paper supply icons that appear.

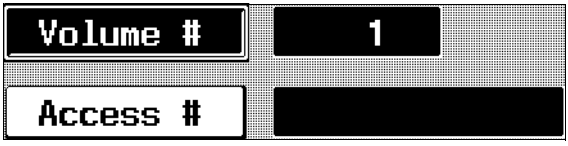
	The paper supply is low.
	The paper drawer is empty.

To use the Volume Track mode

If the “Volume Track Mode” function is set to “Yes”, this machine can only be used by users who enter their volume number and access number. When the screen shown below appears, type in the volume number and access number.
For details on volume numbers and access number, contact the administrator for this machine.

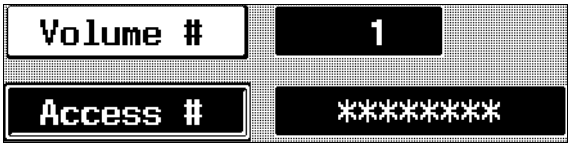


1 Using the keypad, type in the volume number.

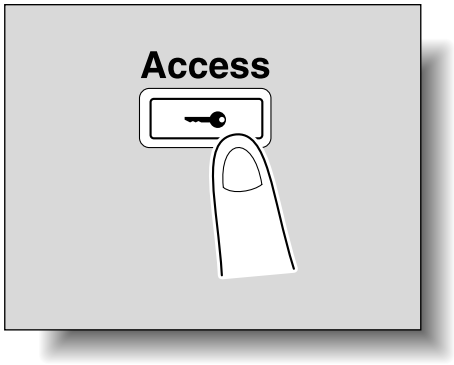


2 Touch [Access #].

3 Using the keypad, type in the access number.



4 Press the [Access] key in the control panel.



The Basic screen appears.

5 When you are finished making copies, press the [Access] key.

The volume number and access number input screen appears again.

2 Paper Settings

This chapter provides procedures for specifying the paper settings.

2.1 Paper Settings

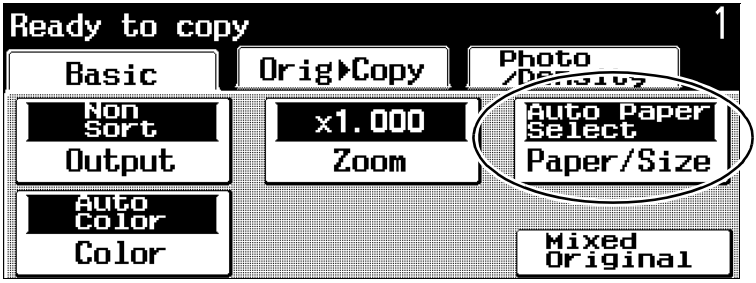
Reference

For details, refer to “Selecting a Paper/Size Setting” on page 3-18 of the User’s Guide.

To specify a non-standard (custom) paper size for the 1st drawer

If non-standard-sized paper is loaded into the 1st drawer, specify the size of paper that is loaded.

1 Touch [Paper/Size] in the Basic screen.



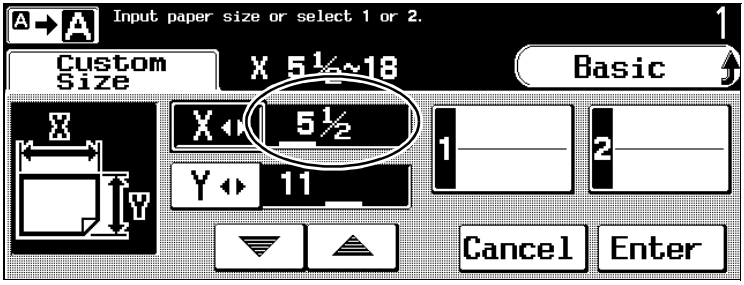
2 Touch the key for the 1st drawer, and then touch [Change Size].

3 Touch [Custom Size].

- To specify a paper size in inch measurements, continue with step 4.
- To specify a paper size in metric measurements, skip to step 6.

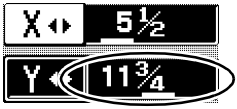
4 Touch ▼ and ▲ to select the length of side X for the paper that is loaded (between 5-1/2 and 18 inches). (As an example, the following screen shows a specified setting of 5-1/2 inches.)

- Touch X◆▶ until the cursor moves below the value that you wish to change.



5 Touch [Y ◂▸] , [▽] , and [△] to select the length of side Y for the paper that is loaded (between 3-9/16 and 12-1/4 inches). (As an example, the following screen shows a specified setting of 11-3/4 inches.)

❍ Touch [Y ◂▸] until the cursor moves below the value that you wish to change.



After specifying the paper size setting, continue with step 8.

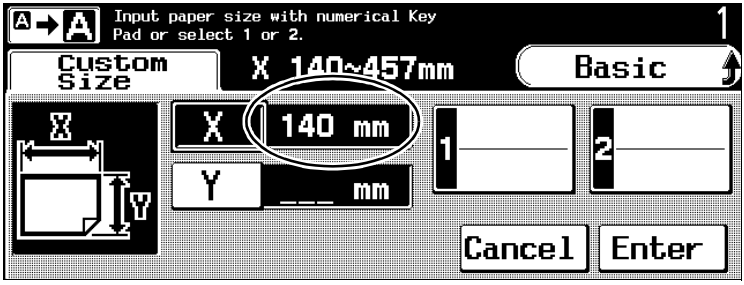
…

Additional Information

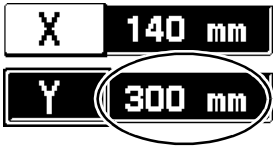
*If custom paper sizes have been stored, instead of performing steps 4 and 5, a stored paper size setting can be selected by pressing [1 X *** Y ***] or [2 X *** Y ***] .*

For details on storing custom paper sizes, refer to “To store a non-standard (custom) paper size for the 1st drawer” on page 2-7.

6 Using the keypad, type in the length of side X for the paper that is loaded (between 140 and 457 mm). (As an example, the following screen shows a specified setting of 140 mm.)



7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded (between 90 and 311 mm). (As an example, the following screen shows a specified setting of 300 mm.)



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Additional Information

If custom paper sizes have been stored, instead of performing steps 6 and 7, a stored paper size setting can be selected by pressing *or* *.*

For details on storing custom paper sizes, refer to "To store a non-standard (custom) paper size for the 1st drawer" on page 2-7.

---

8 Touch [Enter].

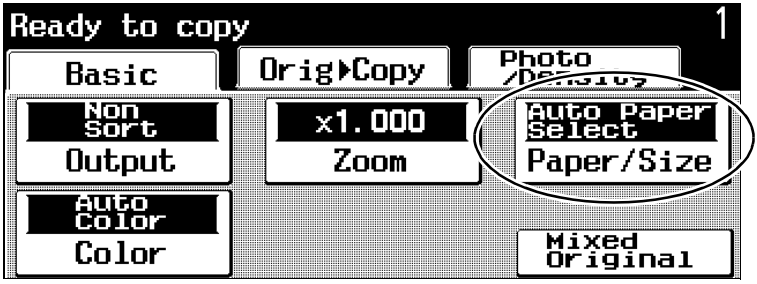
A non-standard (custom) paper size is set for the 1st drawer.

Reference

For details on the setting for the type of paper into the 1st Drawer, refer to "Loading Paper Into the 1st Drawer" on page 2-26 of the User's Guide.

To store a non-standard (custom) paper size for the 1st drawer

1 Touch [Paper/Size] in the Basic screen.



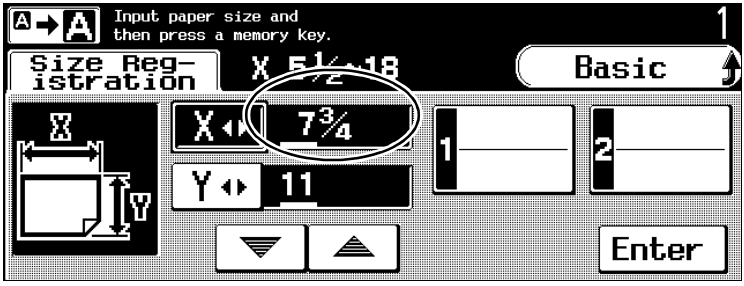
2 Touch the key for the 1st drawer, and then touch [Change Size].

3 Touch [Size Registration].

- To specify a paper size in inch measurements, continue with step 4.
- To specify a paper size in metric measurements, skip to step 6.

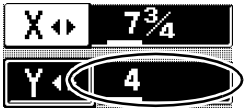
4 Touch ▼ and ▲ to select the length of side X for the paper that is loaded (between 5-1/2 and 18 inches). (As an example, the following screen shows a specified setting of 7-3/4 inches.)

❍ Touch X◆▶ until the cursor moves below the value that you wish to change.



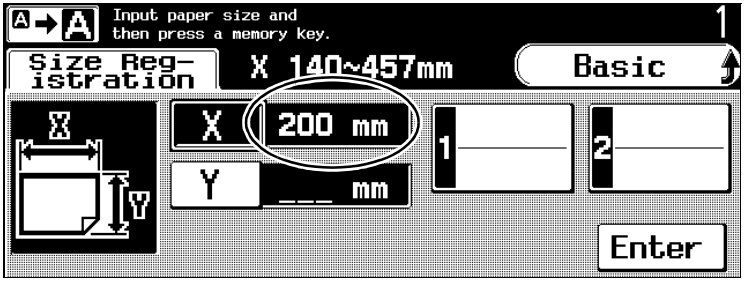
5 Touch Y◆▶ , ▼ , and ▲ to select the length of side Y for the paper that is loaded (between 3-9/16 and 12-1/4 inches). (As an example, the following screen shows a specified setting of 4 inches.)

❍ Touch Y◆▶ until the cursor moves below the value that you wish to change.

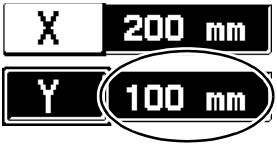


After specifying the paper size setting, continue with step 8.

6 Using the keypad, type in the length of side X for the paper that is loaded (between 140 and 457 mm). (As an example, the following screen shows a specified setting of 200 mm.)



7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded (between 90 and 311 mm). (As an example, the following screen shows a specified setting of 100 mm.)



8 Touch [1] or [2].

The paper size specified in steps 4 and 5 (or 6 and 7) appear on [1] or [2].

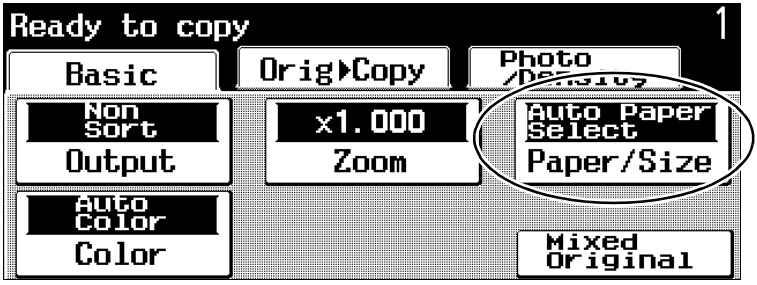
9 Touch [Enter].

A non-standard (custom) paper size is stored for the 1st drawer.

To specify a paper size setting for the 1st drawer

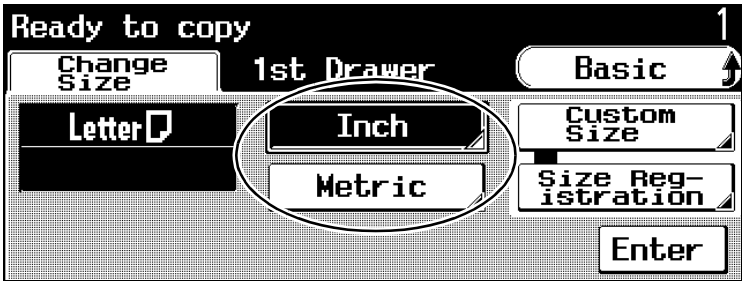
The size of the paper loaded into the 1st drawer is automatically detected, and the appropriate paper size setting is selected. However, it may be necessary to set the paper size if the paper size is not automatically detected for some reason.

1 Touch [Paper/Size] in the Basic screen.

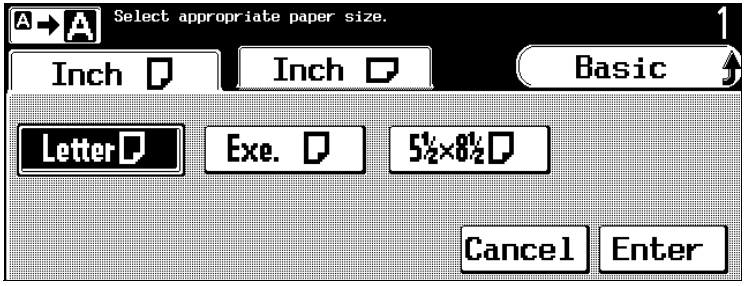


2 Touch the key for the 1st drawer, and then touch [Change Size].

3 Touch either [Inch] or [Metric], depending on the size of paper that is loaded.



4 Select the setting for the size of paper that is loaded, and then touch [Enter].
(As an example, the following screen shows the setting for Letter selected.)



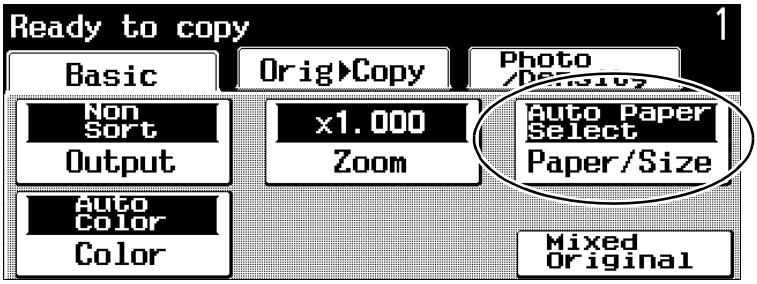
5 Touch [Enter].

The paper size setting for the 1st drawer is changed.

To specify a non-standard (custom) paper size for the multiple bypass tray

If non-standard-sized paper is to be loaded into the multiple bypass tray, specify the size of paper that is to be loaded.

1 Touch [Paper/Size] in the Basic screen.



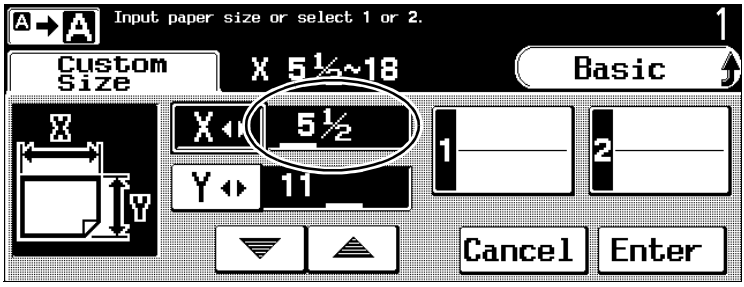
2 Touch [Bypass].

3 Touch [Custom Size].

❍ To specify a paper size in inch measurements, continue with step 4.
❍ To specify a paper size in metric measurements, skip to step 6.

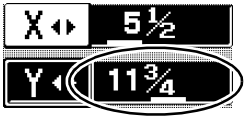
4 Touch ▼ and ▲ to select the length of side X for the paper that is to be loaded (between 5-1/2 and 18 inches). (As an example, the following screen shows a specified setting of 5-1/2 inches.)

❍ Touch X◆ until the cursor moves below the value that you wish to change.



5 Touch [Y ◂▸] , [▽] , and [△] to select the length of side Y for the paper that is to be loaded (between 3-9/16 and 12-1/4 inches). (As an example, the following screen shows a specified setting of 11-3/4 inches.)

❍ Touch [Y ◂▸] until the cursor moves below the value that you wish to change.



After specifying the paper size setting, continue with step 8.

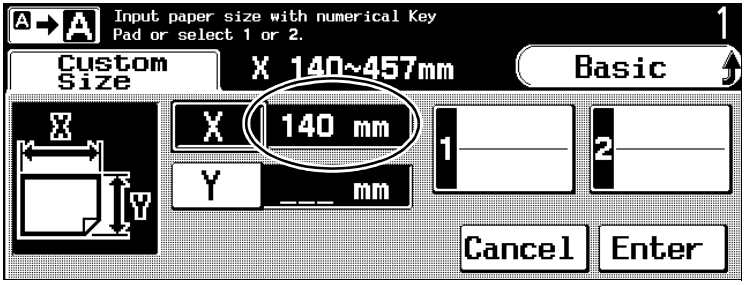
✎ ...

Additional Information

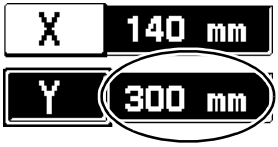
*If custom paper sizes have been stored, instead of performing steps 4 and 5, a stored paper size setting can be selected by pressing [1 X *** Y ***] or [2 X *** Y ***] .*

For details on storing custom paper sizes, refer to “To store a non-standard (custom) paper size for the multiple bypass tray” on page 2-18.

6 Using the keypad, type in the length of side X for the paper that is to be loaded (between 140 and 457 mm). (As an example, the following screen shows a specified setting of 140 mm.)



7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is to be loaded (between 90 and 311 mm). (As an example, the following screen shows a specified setting of 300 mm.)



...

Additional Information

If custom paper sizes have been stored, instead of performing steps 6 and 7, a stored paper size setting can be selected by pressing *or* *.*

For details on storing custom paper sizes, refer to "To store a non-standard (custom) paper size for the multiple bypass tray" on page 2-18.

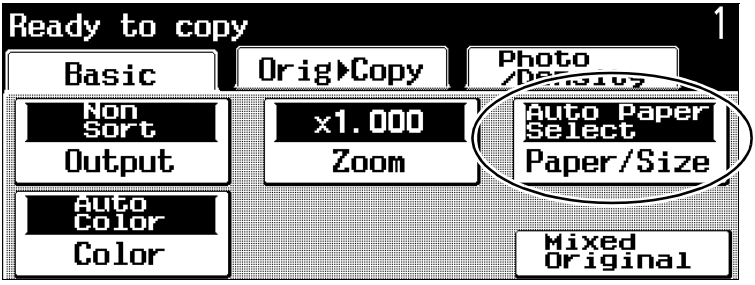
8 Touch [Enter].

A non-standard (custom) paper size is set for the multiple bypass tray.

To store a non-standard (custom) paper size for the multiple bypass tray

Two non-standard paper sizes can be stored.

1 Touch [Paper/Size] in the Basic screen.



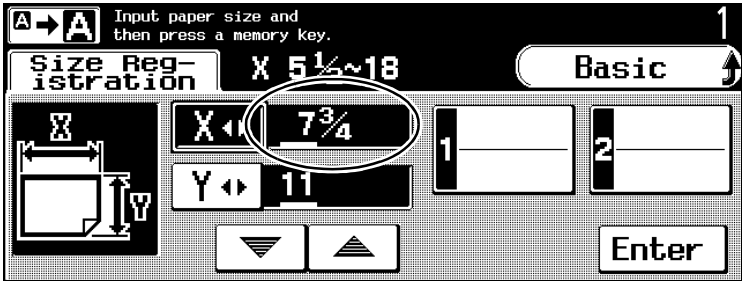
2 Touch [Bypass].

3 Touch [Size Registration].

- To specify a paper size in inch measurements, continue with step 4.
- To specify a paper size in metric measurements, skip to step 6.

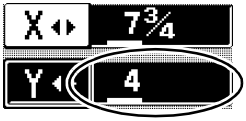
4 Touch ▼ and ▲ to select the length of side X for the paper that is loaded (between 5-1/2 and 18 inches). (As an example, the following screen shows a specified setting of 7-3/4 inches.)

❍ Touch X◀▶ until the cursor moves below the value that you wish to change.



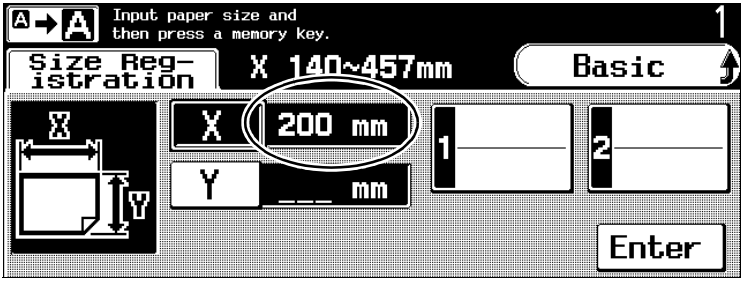
5 Touch Y◀▶ , ▼ , and ▲ to select the length of side Y for the paper that is loaded (between 3-9/16 and 12-1/4 inches). (As an example, the following screen shows a specified setting of 4 inches.)

❍ Touch Y◀▶ until the cursor moves below the value that you wish to change.

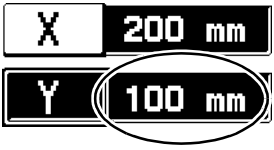


After specifying the paper size setting, continue with step 8.

6 Using the keypad, type in the length of side X for the paper that is to be loaded (between 140 and 457 mm). (As an example, the following screen shows a specified setting of 200 mm.)



7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is to be loaded (between 90 and 311 mm). (As an example, the following screen shows a specified setting of 100 mm.)



8 Touch [1] or [2].

The paper size specified in steps 4 and 5 (or 6 and 7) appear on [1] or [2].

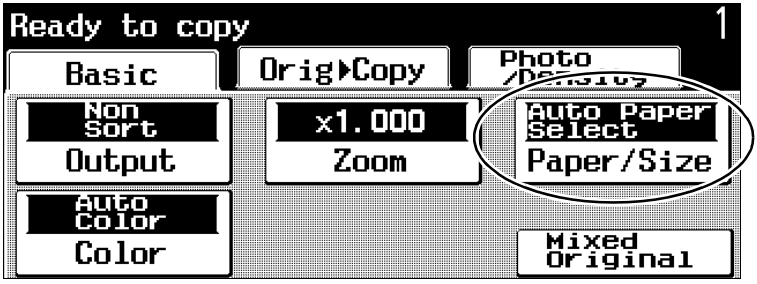
9 Touch [Enter].

A non-standard (custom) paper size is stored for the multiple bypass tray.

To specify a paper size setting for the multiple bypass tray

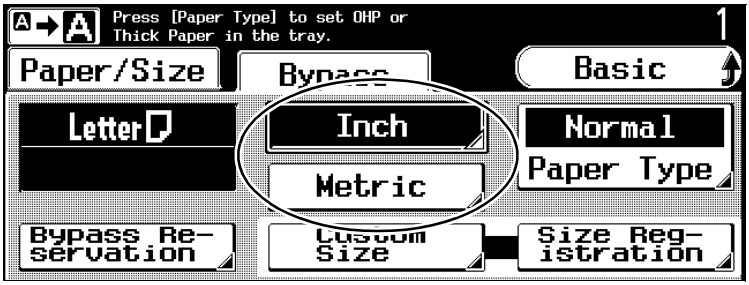
The size of the paper loaded into the multiple bypass tray is automatically detected, and the appropriate paper size setting is selected. However, it may be necessary to set the paper size if the paper size is not automatically detected for some reason.

1 Touch [Paper/Size] in the Basic screen.

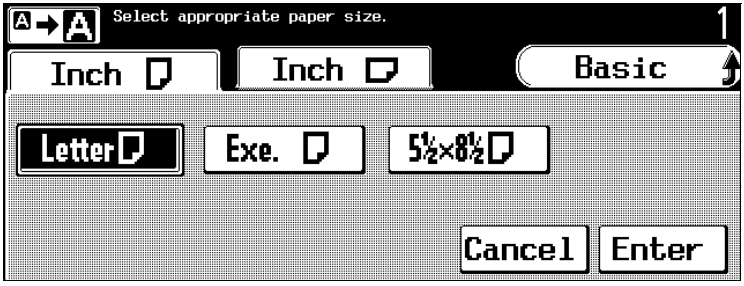


2 Touch [Bypass].

3 Touch either [Inch] or [Metric], depending on the size of paper that is to be loaded.



4 Select the setting for the size of paper that is to be loaded, and then touch [Enter].
(As an example, the following screen shows the setting for Letter selected.)

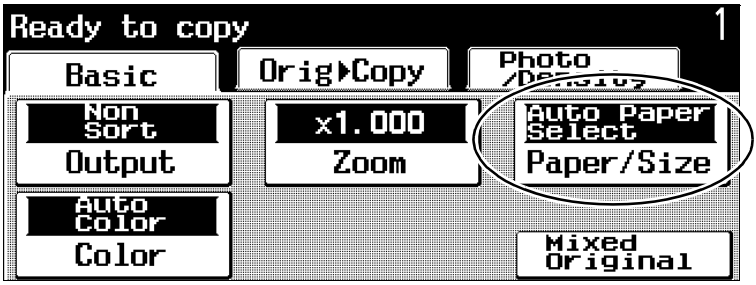


The paper size for the multiple bypass tray is set.

To specify the paper type for the multiple bypass tray

Select the appropriate setting for the type of the paper loaded into the multiple bypass tray.

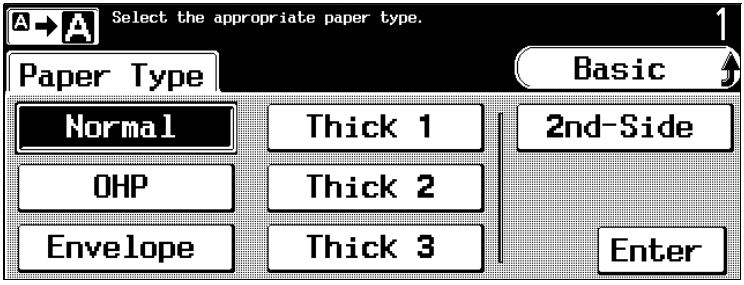
1 Touch [Paper/Size] in the Basic screen.



2 Touch [Bypass].

3 Touch [Paper Type].

4 Touch the key for the type of paper loaded into the multiple bypass tray, and then touch [Enter].



The paper type for the multiple bypass tray is set.

3 Original Documents

This chapter provides information on loading original documents.

3.1 Loading the Document

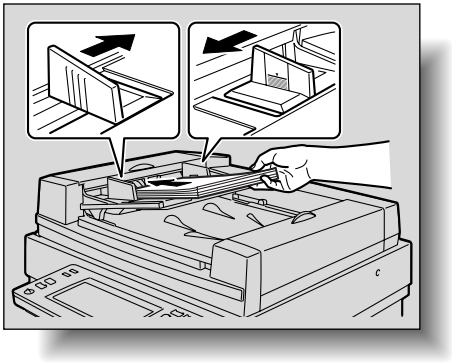
Reference

For details, refer to “Feeding the Document” on page 2-41 of the User’s Guide.

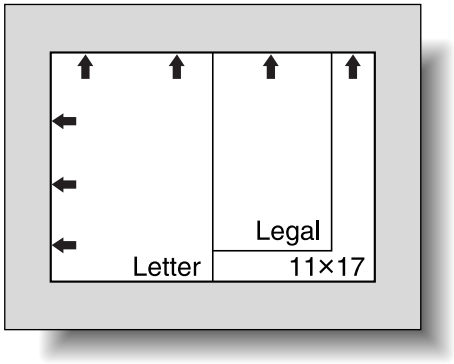
Loading the Document Into the Reverse Automatic Document Feeder

The following procedure describes how a document is loaded into the reverse automatic document feeder DP-621 (hereafter referred to as “duplexing document feeder”).

1 Position the document with the side to be copied facing up, and then load it into the duplexing document feeder.



❍ When loading documents of mixed page sizes, align the top edge and left side of the documents, and then touch [Mixed Original].



2 If necessary, select an Original setting.
For details on the Original setting, refer to *"Selecting Original Setting" on page 5-26*.

3 If necessary, select a Copy setting.
For details on the Copy setting, refer to *"Selecting Copy Settings" on page 5-30*.

4 Press the [Start] key in the control panel.

The pages of the document are fed in, starting with the topmost page. The scanned pages are fed out into the document output tray.

Placing the Document On the Original Glass

The following procedure describes how a document is placed on the original glass.

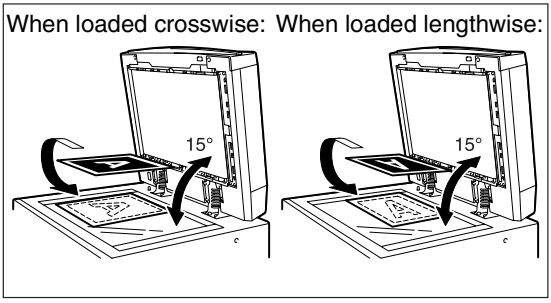
1 Lift open original cover PLATEN COVER TYPE E (hereafter referred to as “original cover”), or the duplexing document feeder if it is installed.

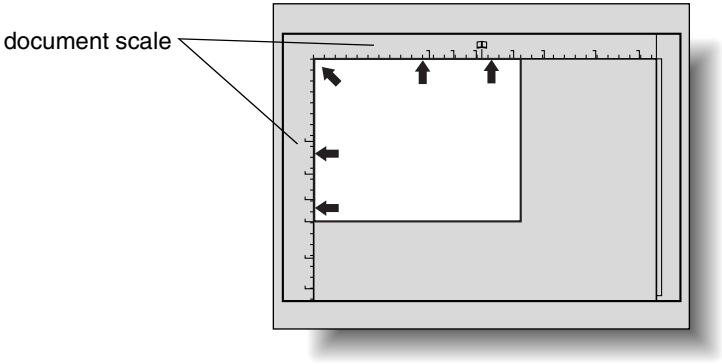
…

Reminder!

Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more, otherwise the correct document size will not be detected.

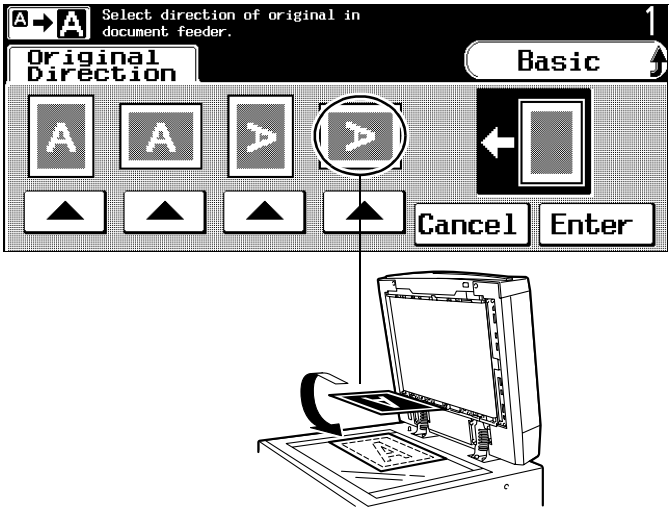
2 Observe the following precautions when loading the document onto the original glass.





- ❍ Position the document with the side to be copied facing down.
- ❍ Position the document on the original glass with the top edge of the document (the top of the image) toward the rear of the copier (for A) or to the left side of the copier (for).
- ❍ Align the document with the document scales at the top and to the left side of the original glass.

3 If necessary, select an Original setting. For details on the Original setting, refer to *"Selecting Original Setting" on page 5-26*.



...

Reminder!

With placing the document on the original glass, be sure to select the "1" Original setting. With placing the document on the original glass, touch [Original Direction], and then refer to the screen shown below to select the appropriate document orientation.

4 If necessary, select a Copy setting. For details on the Copy setting, refer to *"Selecting Copy Settings" on page 5-30*.

5 Press the [Start] key in the control panel.

Scanning of the document begins.

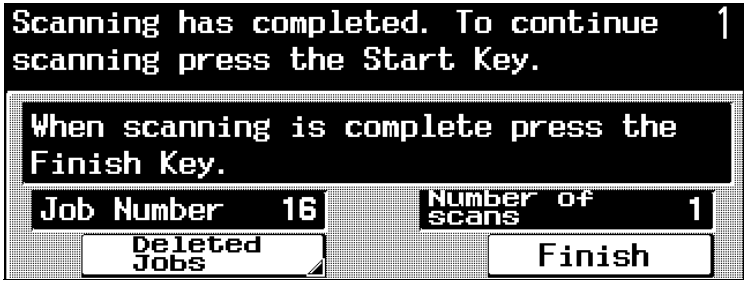
6 Lift open the original cover, or the duplexing document feeder if it is installed, and then remove the document.

7 Close the original cover, or the duplexing document feeder if it is installed.

...

Additional Information

When using a Copy setting where multiple document pages are to be scanned, such as with "1-2in1" or "2-2in1", the screen shown below appears after each page is scanned. To continue scanning the document pages, remove the page that was scanned, position the next page of the document on the original glass, and then press the [Start] key. After all document pages have been scanned, touch [Finish], and then press the [Start] key to feed out the copies into the copy output tray. For details on the "1-2in1" and "2-2in1" Copy settings, refer to "Selecting Copy settings" on page 3-37 of the User's Guide.


Scanning has completed. To continue scanning press the Start Key.
1
When scanning is complete press the Finish Key.
Job Number 16
Number of scans 1
Deleted Jobs
Finish

4 Useful Operations

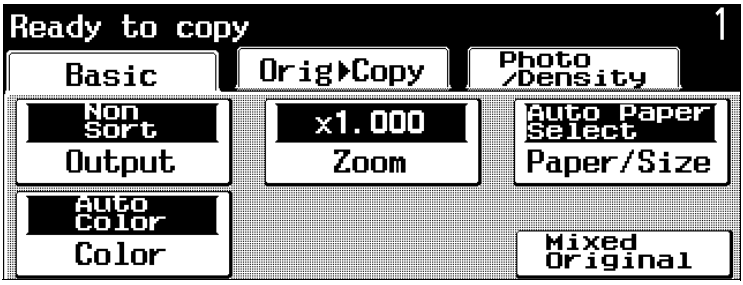
This chapter provides information on basic copy operations.

4.1 Basic Copying

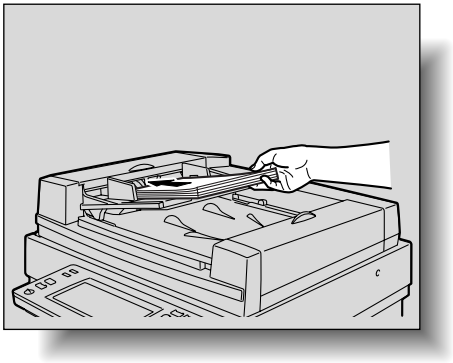
Reference

For details, refer to “Making Basic Copies” on page xiv of the User’s Guide.

To make copies



1 Load the document to be copied.
For details, refer to *“Loading the Document” on page 3-2*.



2 Specify the necessary copy settings.

❍ To specify a Color setting, touch [Color]. For details, refer to *"Selecting a Color Setting" on page 5-2*.

❍ To specify a Output setting, touch [Output]. For details, refer to *"Selecting Output Settings" on page 5-4*.

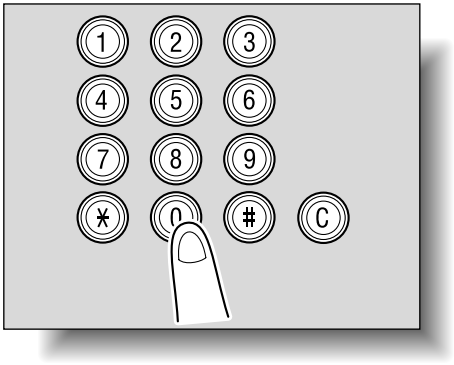
❍ To specify a Zoom setting, touch [Zoom]. For details, refer to *"Specifying a Zoom Setting" on page 5-7*.

❍ To specify the Paper setting, touch [Paper/Size]. For details, refer to *"Selecting a Paper Setting" on page 5-23*.

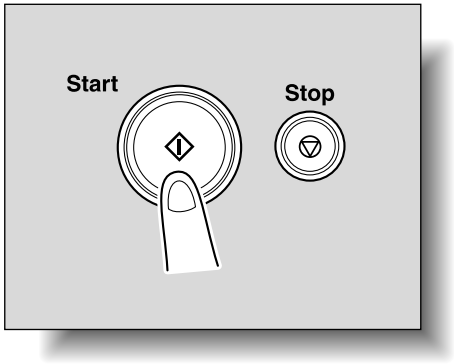
❍ To specify the Original and Copy settings, touch [Orig ▶Copy]. For details, refer to *"Selecting Original Setting" on page 5-26* and *"Selecting Copy Settings" on page 5-30*.

❍ To specify Photo/Density settings, touch [Photo/Density]. For details, refer to *"Selecting a Photo/Density Setting" on page 5-33*.

3 Using the keypad, specify the desired number of copies.



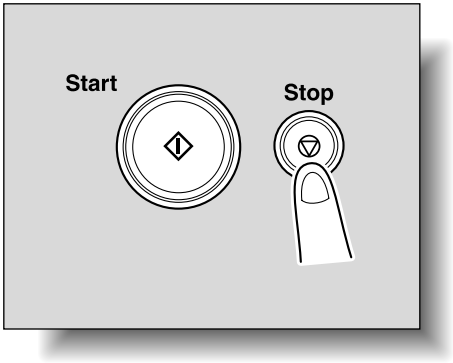
4 Press the [Start] key in the control panel.



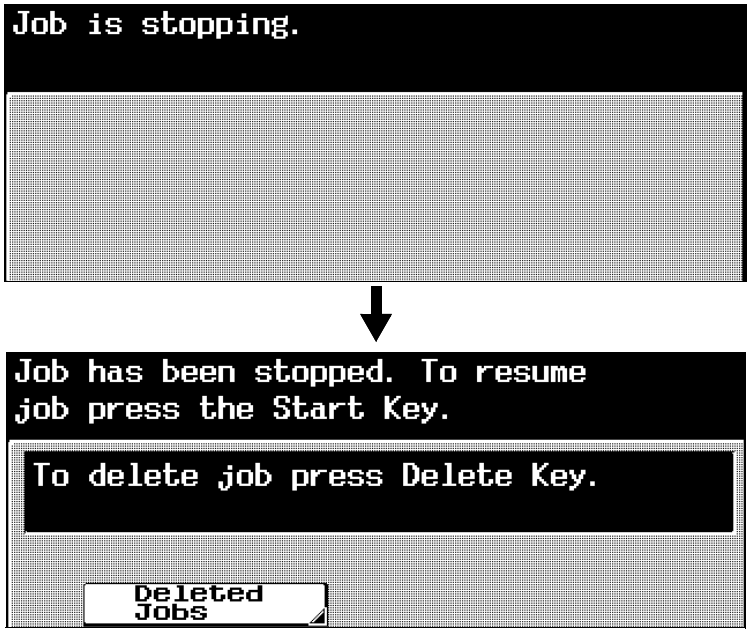
4.2 Stopping Copying

To stop a copy job

➜ During a copy operation, press the [Stop] key in the control panel.



The copy operation stops, and the message “Job has been stopped. To resume job press the Start Key.” appears.



...

Additional Information

The stopped job can be deleted. For details, refer to “Overview of Jobs” on page 7-2 and “To delete a job that is being printed” on page 7-6.

To restart the copy job

➔ While a copy job is stopped, press the [Start] key in the control panel.

All stopped copy operations continue.

4.3 Queuing a Copy Job for the Multiple Bypass Tray

If the “Auto Paper Select” setting is specified and no tray or drawer is set to the desired paper size or type, select the “Bypass Reservation” setting to scan the document and begin printing when paper of the desired size and type is loaded into the multiple bypass tray.

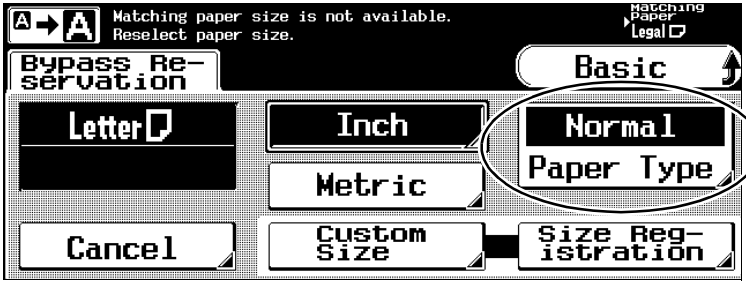
To queue a copy job for the multiple bypass tray

1 Load the document to be copied, and then press the [Start] key in the control panel.

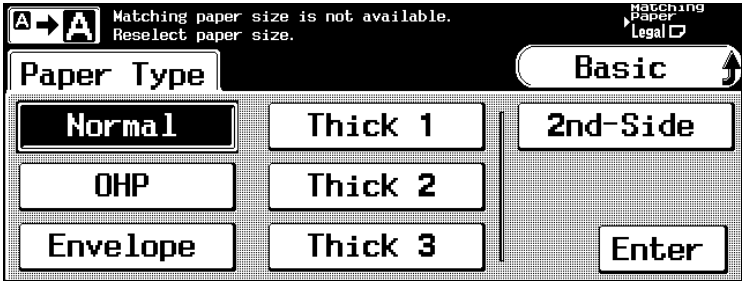
After scanning of the document begins, the message “Matching paper size is not available. Reselect paper size.” appears, and scanning stops.

2 Touch [Bypass Reservation].

3 Touch [Paper Type].



4 Select the desired paper type, and then touch [Enter].



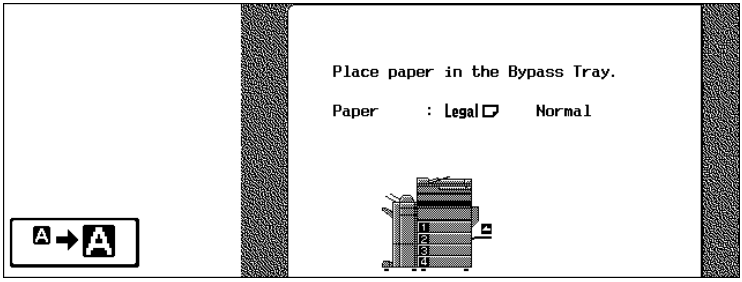
5 Select the desired paper size, and then touch [Enter].

The message “Job has been stopped. To resume job press the Start Key.” appears.

6 Press the [Start] key in the control panel.

Scanning of the document continues.

7 After the message “Place paper in the Bypass Tray.” appears, replace the paper loaded into the multiple bypass tray with paper of the size and type specified in the screen.



The copies are printed.

8 After the copy job using the “Bypass Reservation” setting is finished, reload the paper that was removed from the multiple bypass tray.

...

Additional Information

If scanning of the document is finished before paper is loaded into the multiple bypass tray, appears in the Basic screen. However, after the paper is loaded into the multiple bypass tray, disappears and printing begins.

4.4 Interrupting a Copy Job

Reference

For details, refer to “Interrupting a Copy Job (Interrupt Mode)” on page 6-8 of the User’s Guide.

The current copy job can be temporarily paused so that a quick copy of a different document can be made. For details on jobs, refer to *“Managing Jobs” on page 7-1*.

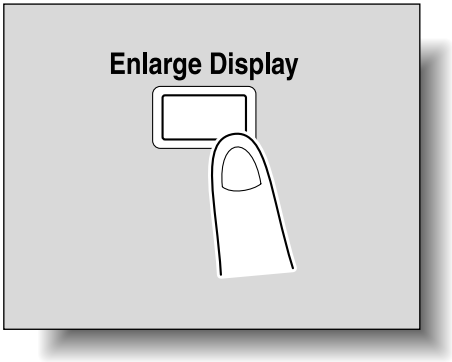
…

Additional Information

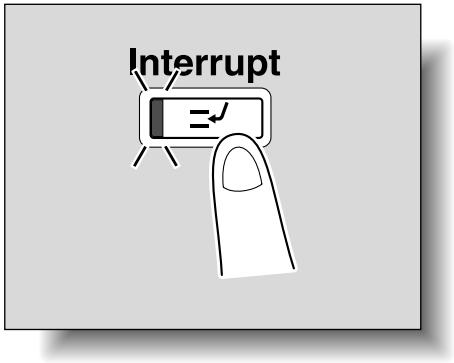
In order to interrupt a copy job, the screen must be returned to the standard-sized Basic screen.

1 While a job is being printed, press the [Enlarge Display] key in the control panel.

The screen returns to the standard-sized screen.



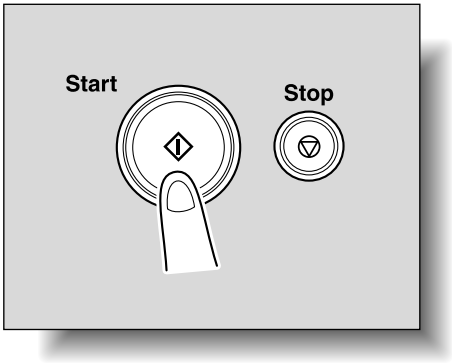
2 Press the [Interrupt] key in the control panel.



The indicator on the [Interrupt] key lights up, and the message “Now in Interrupt mode.” appears.

3 Load the document to be copied, and then specify the necessary copy settings.

4 Press the [Start] key in the control panel.



After the document is scanned, the job currently being printed is paused, and the job that printing was interrupted for is printed.

5 After the interrupting copy job is finished, remove the printed pages from the copy output tray, and then press the [Interrupt] key in the control panel.
The indicator on the [Interrupt] key goes off, and the message “Now in Interrupt mode.” disappears.

The interrupted job continues printing.

Additional Information

If the [Interrupt] key is not pressed after the interrupting copy job is finished, the indicator on the [Interrupt] key goes off and the interrupted copy job automatically continues printing after the length of time specified for the "Panel Reset Timer" function has passed (or after 1 minute if the function is set to "No"). For details on the "Panel Reset Timer" function, refer to "Panel Reset Timer" on page 2-17 of the User's Guide.

If optional finisher DF-621 is installed, and the interrupted job is fed out to the secondary paper output tray or job separator JS-621, the interrupted job automatically continues printing after the interrupting copy job is finished. For details on feeding copies to the secondary paper output tray or job separator JS-621, refer to "Setting the "Priority Output Tray" Function" on page 10-27 of the User's Guide.

5 Specifying Copy Settings

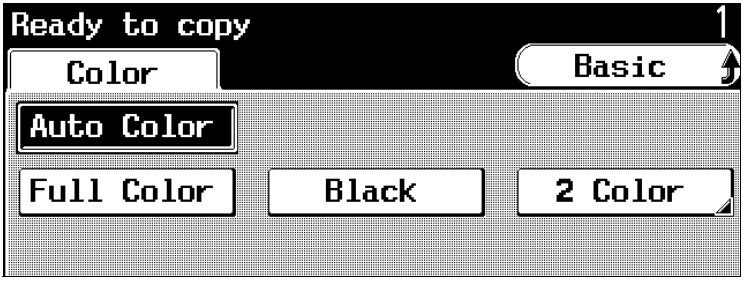
This chapter describes the procedures for specifying the various copy settings.

5.1 Selecting a Color Setting

Reference

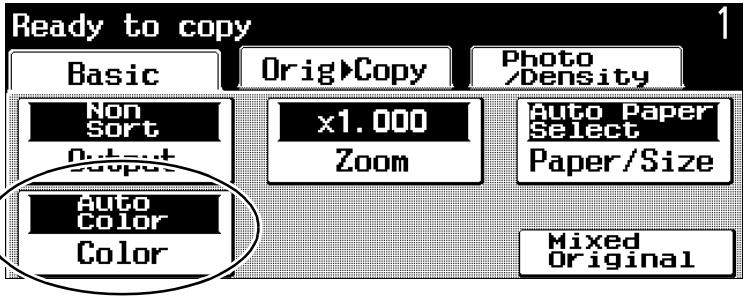
For details, refer to “Selecting a Color Setting” on page 3-5 of the User’s Guide.

Four Color settings are available for making copies: “Auto Color”, “Full Color”, “Black” and “2 Color”.



To select the Color setting

1 Touch [Basic], then [Color].



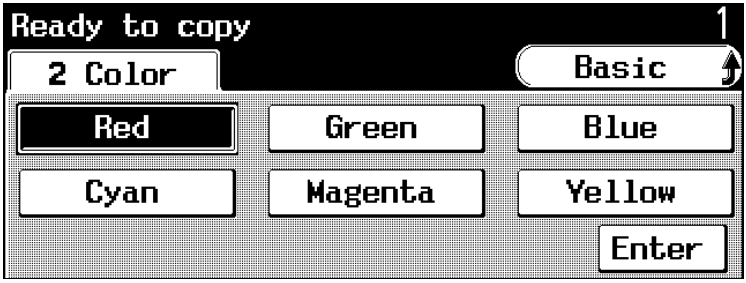
2 Select the desired Color setting.

The selected Color setting is applied.

...

Additional Information

To produce two-color copies, touch [2 Color], touch the key for the color that will be used for reproducing the color areas, and then touch [Enter].

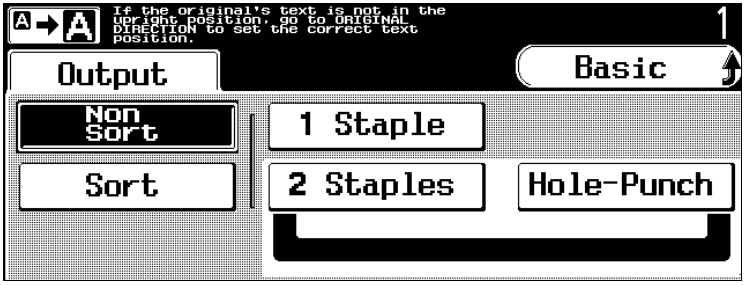


5.2 Selecting Output Settings

Reference

For details, refer to “Selecting Output Settings” on page 3-8 of the User’s Guide.

Various settings are available for sorting and finishing copies when they are fed into the copy output tray.



The following three sorting and output methods are available.

- Non-sorting/Sorting (“Non-Sort”/“Sort” settings)
- Stapling (“1 Staple”/“2 Staples” settings)
- Hole-punching

...

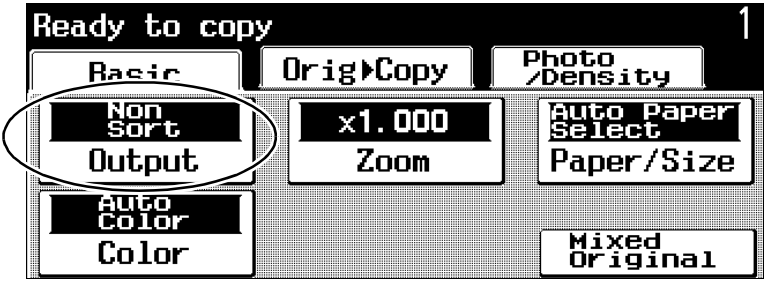
Additional Information

If Finisher (DF-626) is installed, the “1 Staple”, “2 Staples” and “Hole-Punch” settings are available.

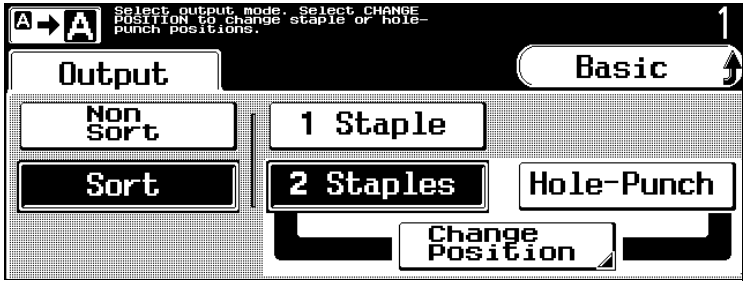
If Finisher (DF-621) is installed, the “1 Staple” setting is available.

To specify Output settings

1 Touch [Basic], then [Output].



2 Select the desired Output settings.

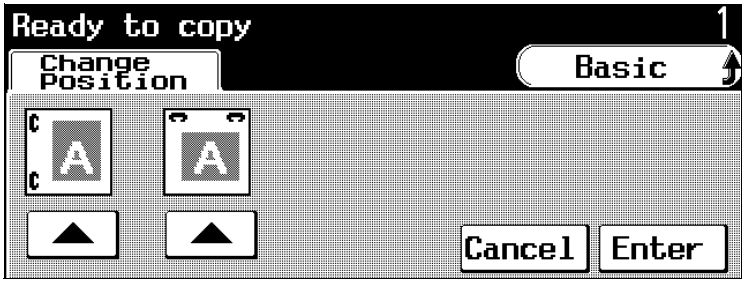


The selected Output setting is applied.

...

Additional Information

To change the position of the punched holes or staples with the "2 Staples" setting, touch [Hole Punch] or [2 Staples] in step 2, touch [Change Position] and select the desired position in the screen that appeared, and then touch [Enter].

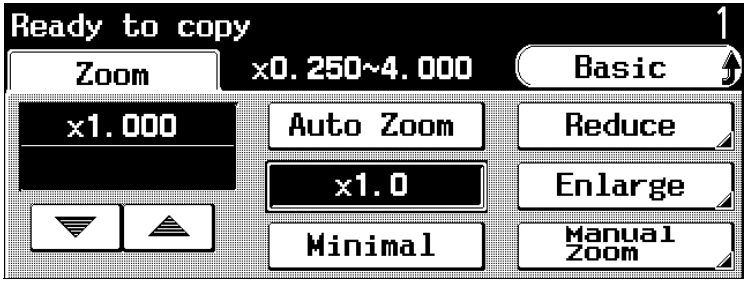


5.3 Specifying a Zoom Setting

Reference

For details, refer to “Specifying a Zoom Setting” on page 3-13 of the User’s Guide.

The zoom ratio can be set in order to make a copy on paper with a size different than the document or to enlarge or reduce the size of the document.

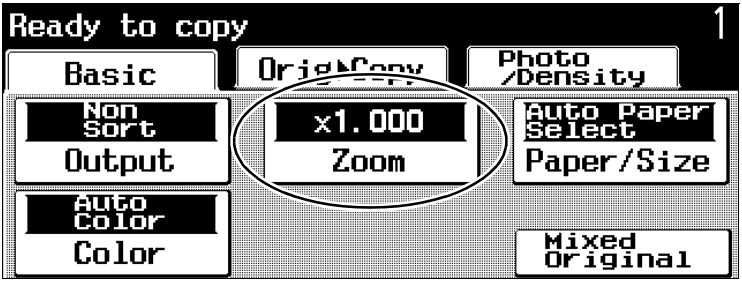


There are eight ways to change the zoom ratio.

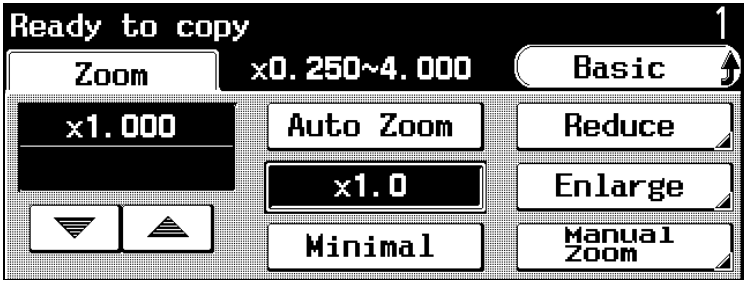
- Zooming
- Automatic scaling (“Auto Zoom” setting)
- Full size (“×1.0” setting)
- Minimizing (“Minimal” setting)
- Reducing (“Reduce” settings)
- Enlarging (“Enlarge” settings)
- Custom sizing (“Manual Zoom” settings)
- Vertical and horizontal scaling (“X/Y Zoom” settings)

To specify a Zoom setting

1 Touch [Basic], then [Zoom].



2 Select the desired Zoom setting.



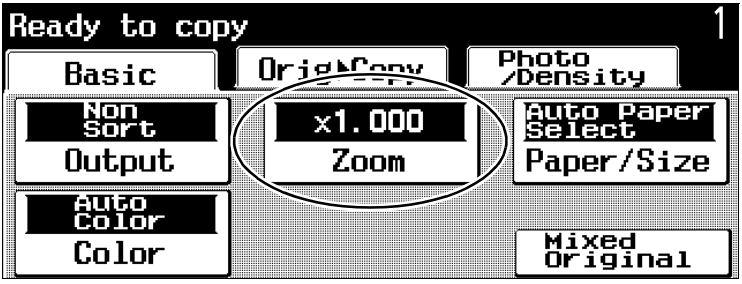
Additional Information

If [×1.0] was selected in step 2, copies of the same size as the document will be printed.

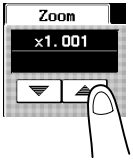
If [Minimal] was selected in step 2, a slightly reduced copy of the original will be printed. (The default zoom ratio is 0.930.) The zoom ratio of the "Minimal" setting can be set to any ratio between 0.900 and 0.999. For details, refer to "To store a manual zoom ratio" on page 5-17.

To specify a zoom ratio

1 Touch [Basic], then [Zoom].



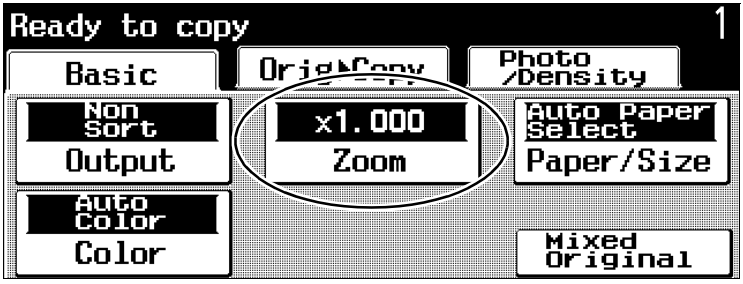
2 Touch ▼ and ▲ to specify the desired zoom ratio (between 0.250 and 4.000).



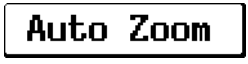
❍ The repeat feature for a key starts when a key in the touch panel is held down. For details, refer to *"Setting the "Key Repeat Start/Interval" Function" on page 6-2*.

To select the “Auto Zoom” setting

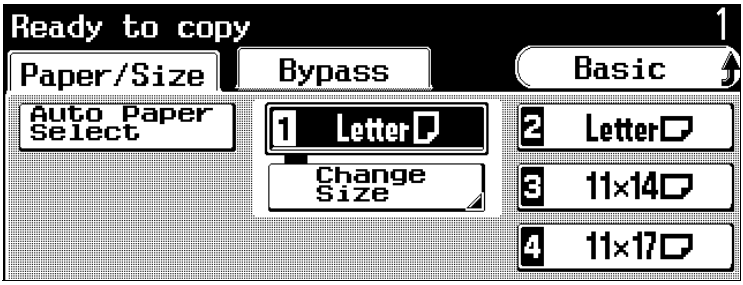
1 Touch [Basic], then [Zoom].



2 Touch [Auto Zoom].



3 Select the paper drawer loaded with paper of the desired copy size.



The “Auto Zoom” setting is applied.

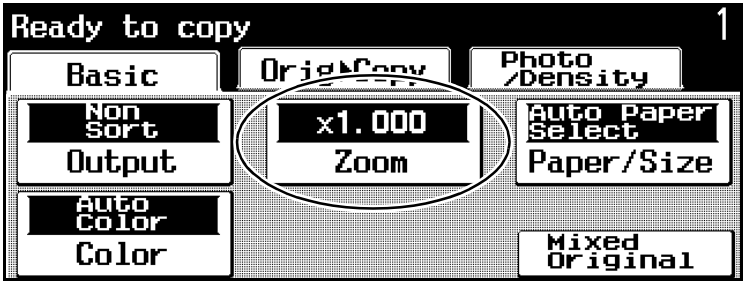
...

Additional Information

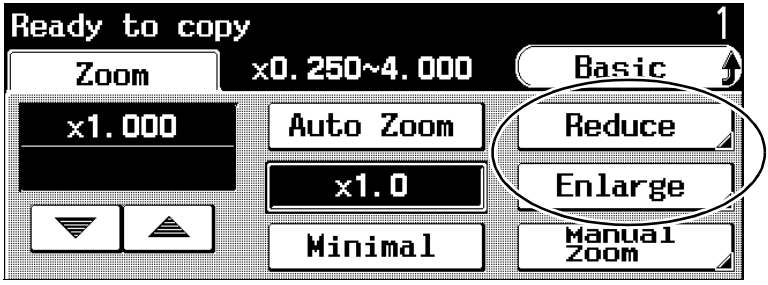
When scanning of the document begins, the document size is detected, and copies are printed at the appropriate zoom ratio for the specified paper size.

To specify a Reduce or Enlarge setting

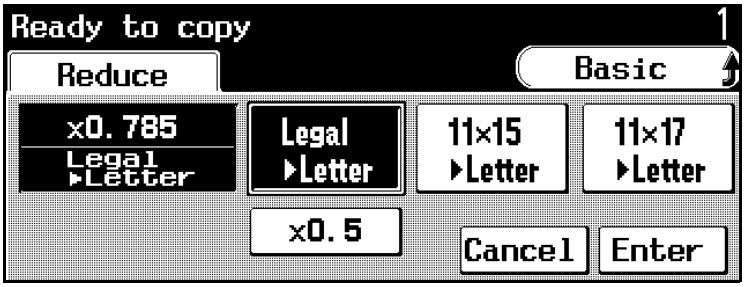
1 Touch [Basic], then [Zoom].



2 Touch [Reduce] or [Enlarge].



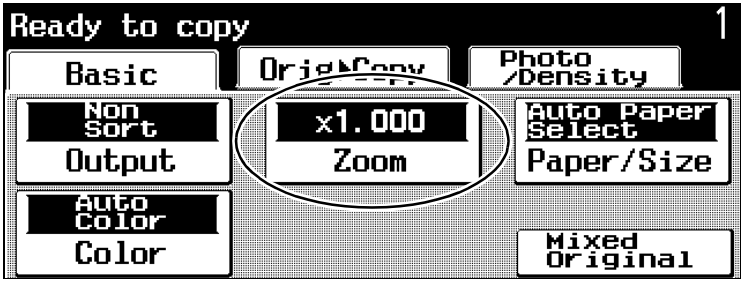
3 Select the desired zoom ratio, and then touch [Enter]
(As an example, the following screen shows the setting [Legal ▶Letter] selected on the Reduce screen.).



The specified reduction or enlargement zoom ratio is applied.

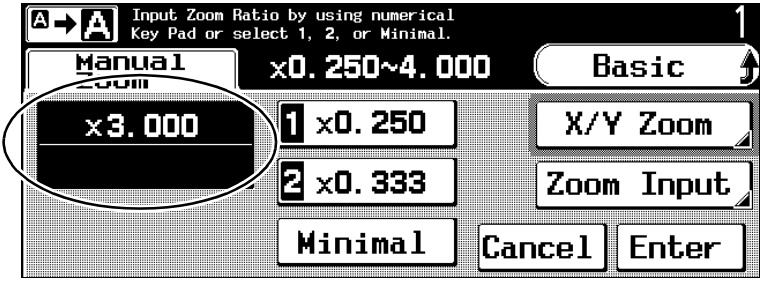
To specify a manual zoom ratio

1 Touch [Basic], then [Zoom].



2 Touch [Manual Zoom].

3 Press the [C] (clear) key, and then use the keypad to type in the desired zoom ratio (between 0.250 and 4.000).
(As an example, the following screen shows a specified setting of 3.000.)

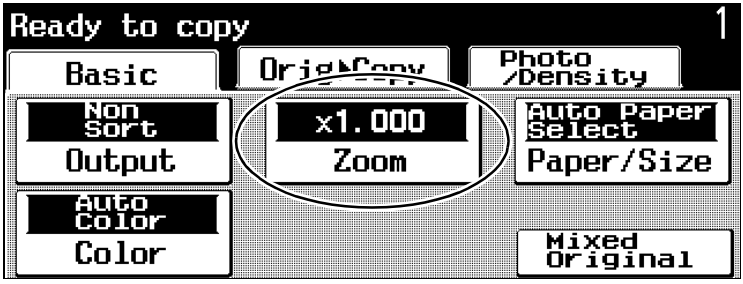


4 Touch [Enter].

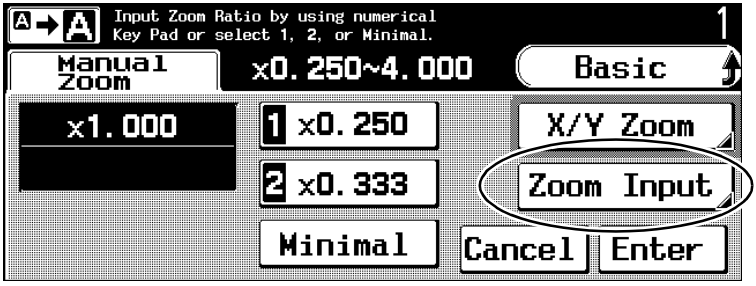
The specified zoom ratio is applied.

To store a manual zoom ratio

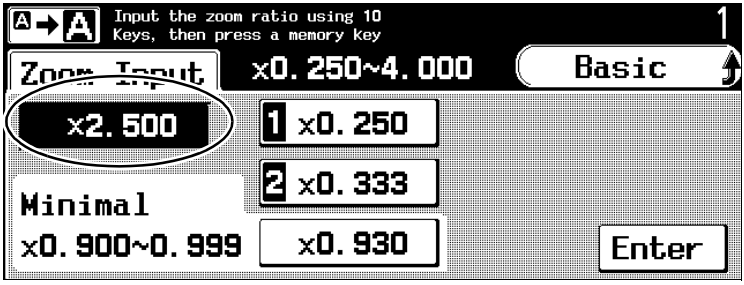
1 Touch [Basic], then [Zoom].



2 Touch [Manual Zoom], and then touch [Zoom Input].



3 Press the [C] (clear) key, and then use the keypad to type in the desired zoom ratio (between 0.250 and 4.000).
(As an example, the following screen shows a specified of 2.500.)



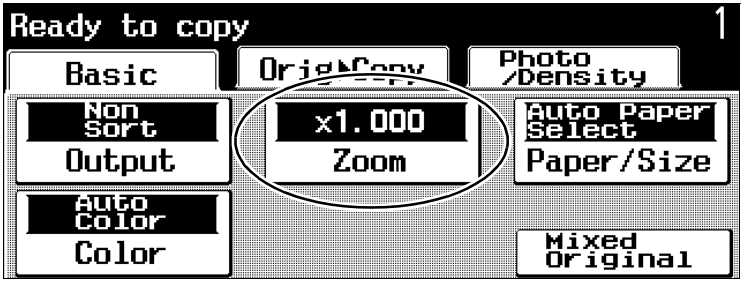
❍ When storing a Minimal zoom ratio, specify a zoom ratio between 0.900 and 0.999.

4 Touch [1 x*.***], [2 x*.***] or [x0.9**] (Minimal), and then touch [Enter] in this screen and the next screen that appears.

The specified zoom ratio is stored.

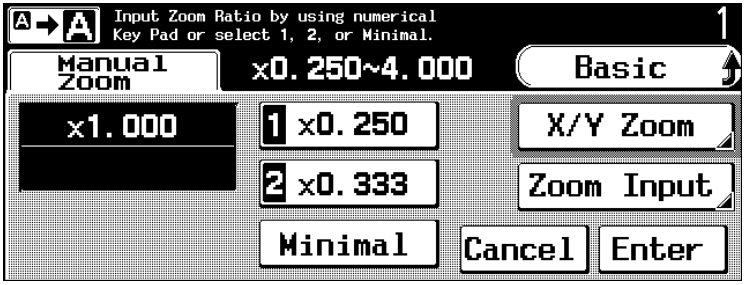
To recall a stored manual zoom ratio

1 Touch [Basic], then [Zoom].



2 Touch [Manual Zoom].

3 Touch [1 xx.xxx], [2 xx.xxx] or [Minimal].
(As an example, the following screen shows stored settings of 0.250 and 0.333.)

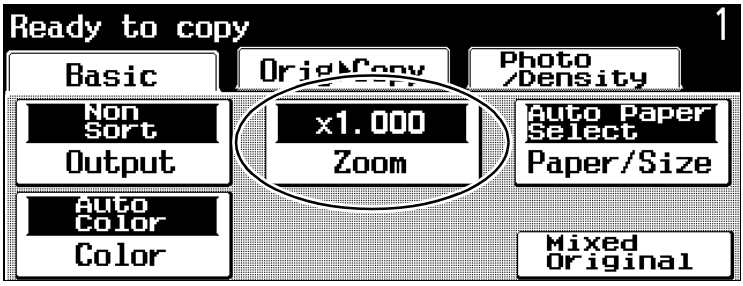


4 Touch [Enter].

The stored zoom ratio is recalled.

To specify different vertical and horizontal scaling proportions (X/Y Zoom settings)

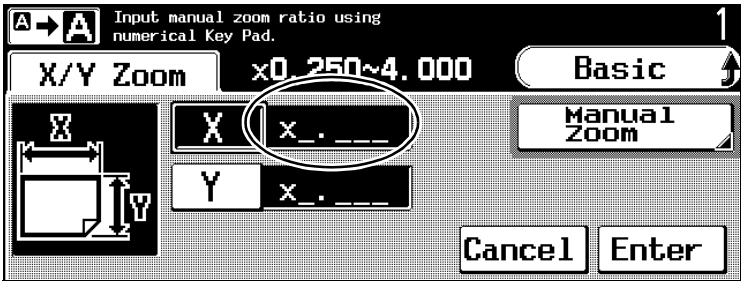
1 Touch [Basic], then [Zoom].



2 Touch [Manual Zoom].

3 Touch [X/Y Zoom].

4 Using the keypad, type in the desired length of side X (between 0.250 and 4.000).



5 Touch [Y], and then use the keypad to type in the desired length of side Y (between 0.250 and 4.000).

6 Touch [Enter].

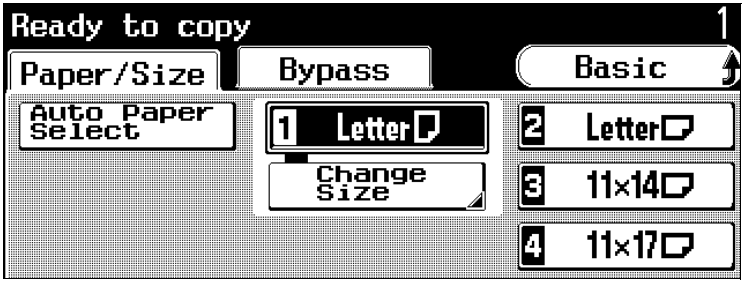
The specified zoom ratio is applied.

5.4 Selecting a Paper Setting

Reference

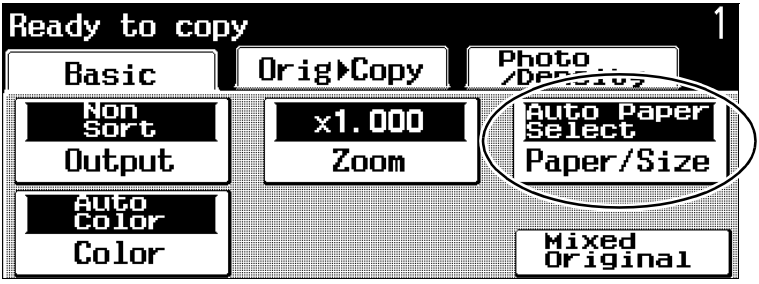
For details, refer to “Selecting a Paper/Size Setting” on page 3-18 of the User’s Guide.

The paper drawer specified with paper of the desired size can be selected.

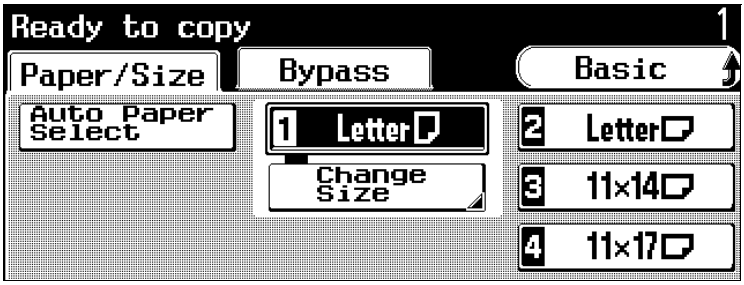


To select the Paper setting

1 Touch [Basic], then [Paper/Size].



2 Select the paper drawer specified with paper of the desired size.



The selected Paper setting is applied.

...

Additional Information

If [Auto Paper Select] is selected, the paper drawer specified with paper of the appropriate size is automatically selected according to the size of the scanned document.

To use paper loaded into the multiple bypass tray, touch [Bypass].

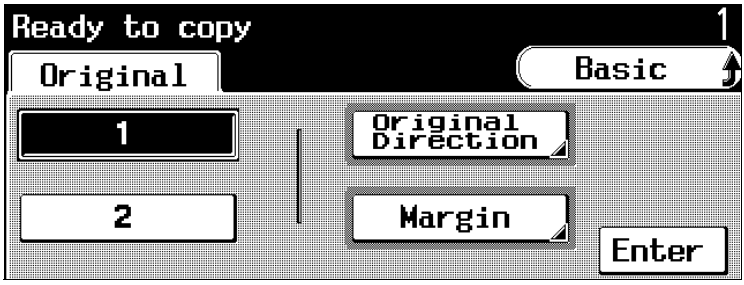
For details on changing the size settings, specifying custom paper sizes, and storing a custom paper size, refer to “Paper Settings” on page 2-1.

5.5 Selecting Original Setting

Reference

For details, refer to “Selecting Original Settings” on page 3-27 of the User’s Guide.

A setting corresponding to the type of original being copied can be selected.

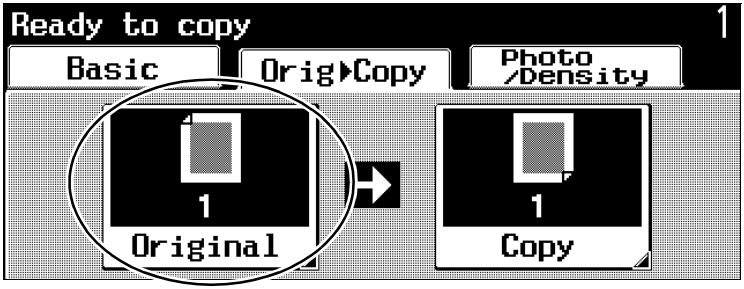


The following three Original settings can be specified.

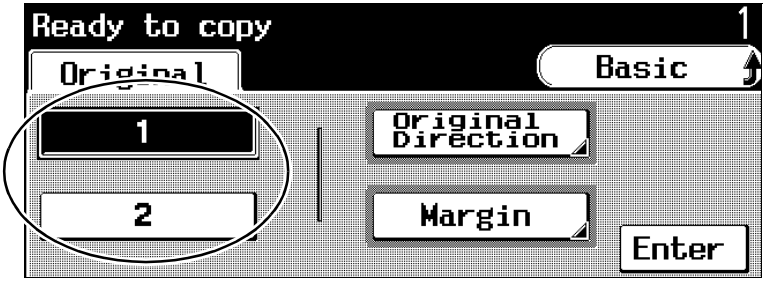
- Single-sided/Double-sided (“1”/“2” settings)
- Document orientation (“Original Direction” setting)
- Document binding margin position (“Margin” setting)

To select an Original setting

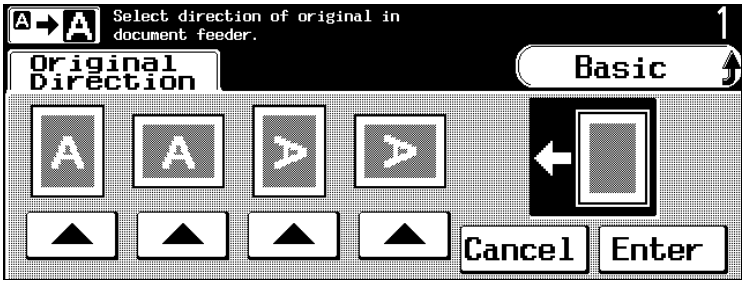
1 Touch [Orig ▶Copy], and then touch [Original].



2 Touch [1] or [2], depending on the loaded document, and then touch [Original Direction].



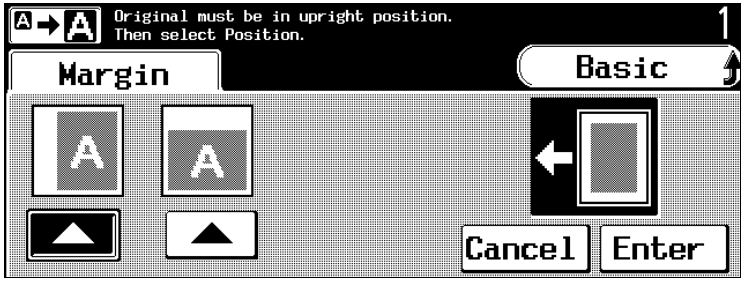
3 Touch the key for the appropriate document orientation, and then touch [Enter].



❍ If the orientation of the document is different from that of the selected Original Direction setting, 2in1 copies will not be printed correctly.

4 Touch [Margin].

5 Touch the key for the appropriate document margin, and then touch [Enter].



6 Touch [Enter].

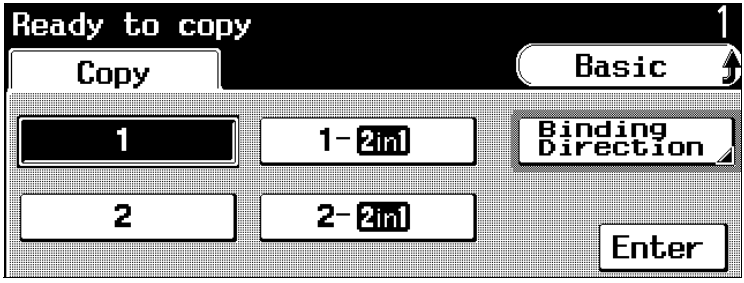
The selected Original settings are applied.

5.6 Selecting Copy Settings

Reference

For details, refer to “Selecting Copy Settings” on page 3-37 of the User’s Guide.

The desired type of copy can be specified.



The following two Copy settings can be specified.

- Single-side/Double-sided/Single-sided 2in1/Double-sided 2in1 (“1”/“2”/“1-2in1”/“2-2in1” settings)
- Binding margin position (“Binding Direction” setting)

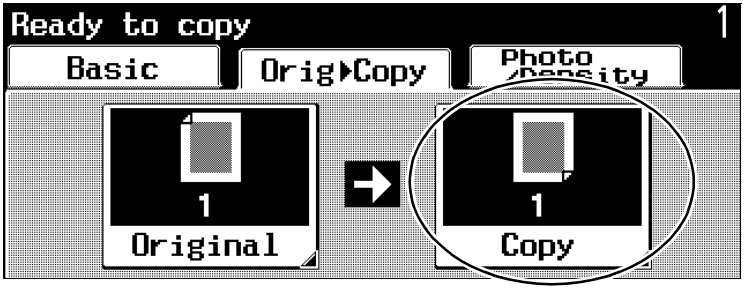
…

Additional Information

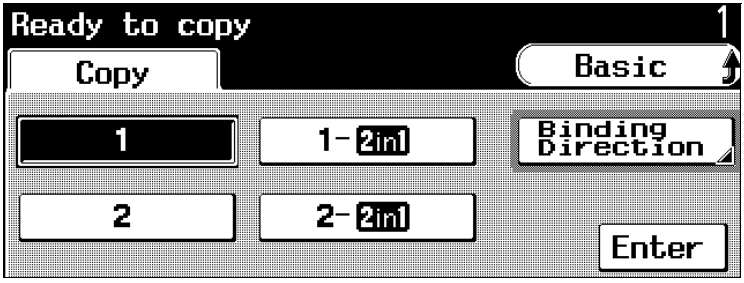
If optional automatic duplex unit DU-621 is installed, “2” and “2-2in1” can be specified.

To select a Copy setting

1 Touch [Orig ▶Copy], and then touch [Copy].



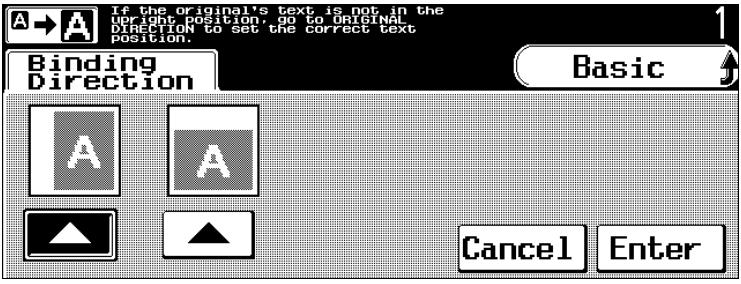
2 Select the desired Copy setting.



...

Additional Information

To specify the position of the binding margin, touch [Binding Direction] in step 2, and then select the desired setting.



3 Touch [Enter].

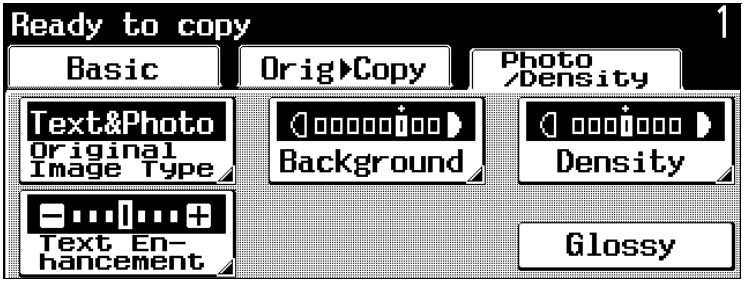
The selected Copy setting is applied.

5.7 Selecting a Photo/Density Setting

Reference

For details, refer to “Selecting Photo/Density Settings” on page 3-45 of the User’s Guide.

The image quality of the original can be specified.

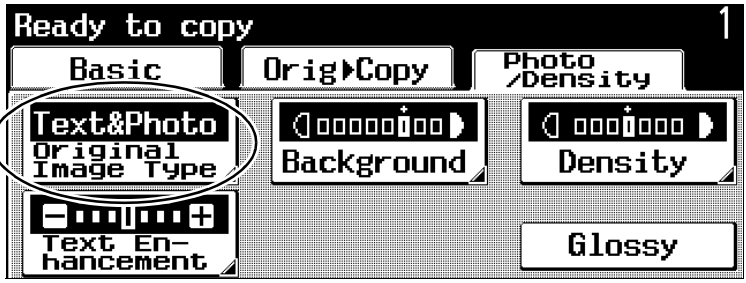


The following five Photo/Density settings are available. In addition, the following Original Image Type settings are available: “Text & Photo”, “Printed Image”, “Map”, “Photo Paper”, “Text”, and “Copied Paper”.

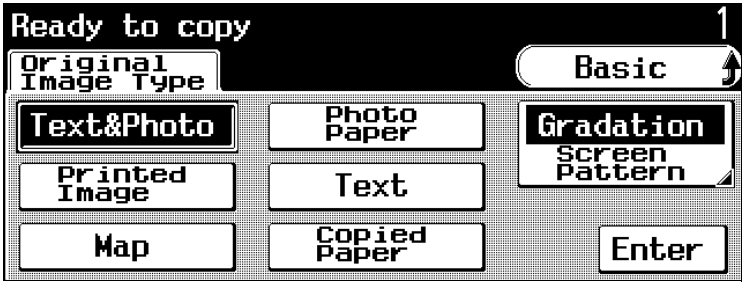
- Document type (“Original Image” Type setting)
- Background density (“Background” setting)
- Original density (“Density” setting)
- Text density (“Text Enhancement” setting)
- Glossy finish (“Glossy Mode” setting)

To select an Original Image Type setting

1 Touch [Photo/Density], and then touch [Original Image Type].



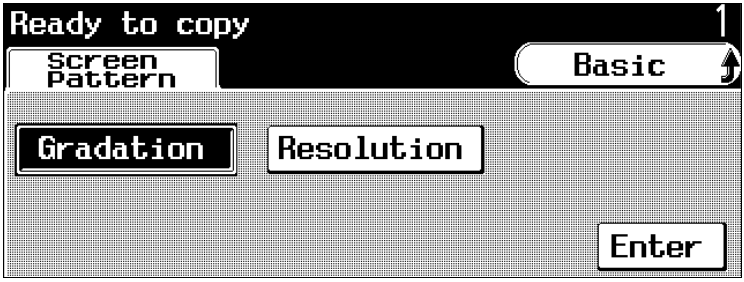
2 Select the Original Image Type setting appropriate for the document to be copied.



...

Additional Information

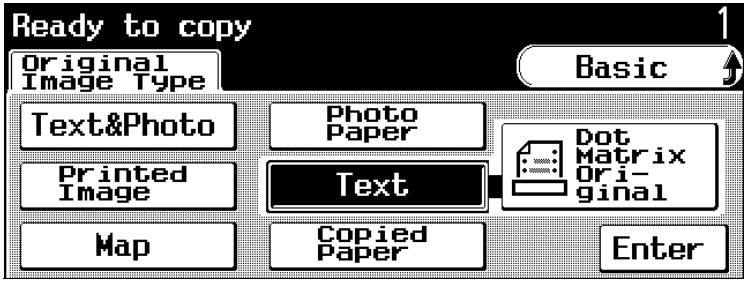
If [Text & Photo], [Printed Image], [Photo Paper], or [Copied Paper] was selected in step 3, the Screen Pattern settings are available. To select a Screen Pattern setting, touch [Screen Pattern], touch either [Gradation] or [Resolution], and then touch [Enter].



...

Additional Information

If [Text] was selected, the [Dot Matrix Original] is available.

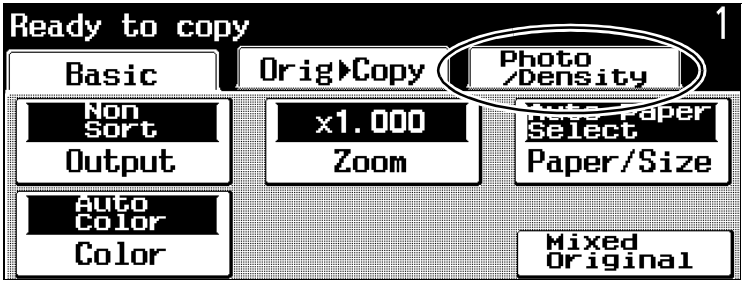


3 Touch [Enter].

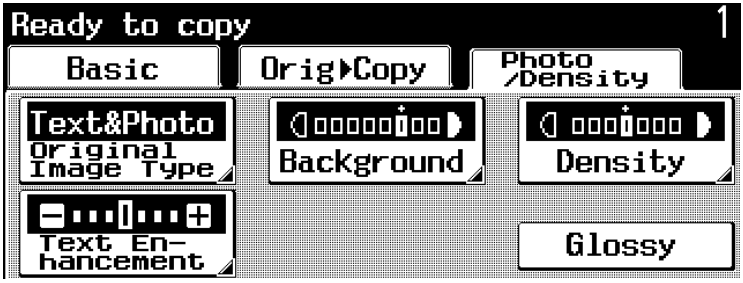
The selected Original Image Type setting is applied.

To select the Background, Density, Text Enhancement and "Glossy Mode" settings

1 Touch [Photo/Density].

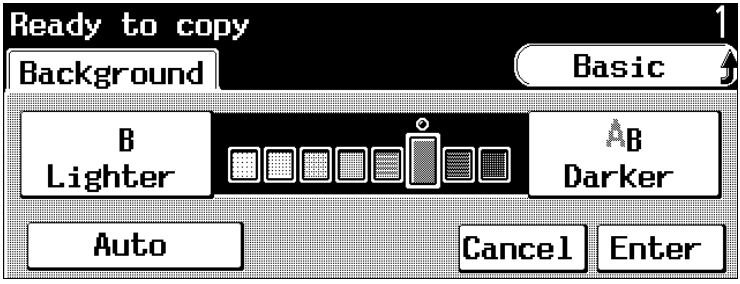


2 Select the desired settings.

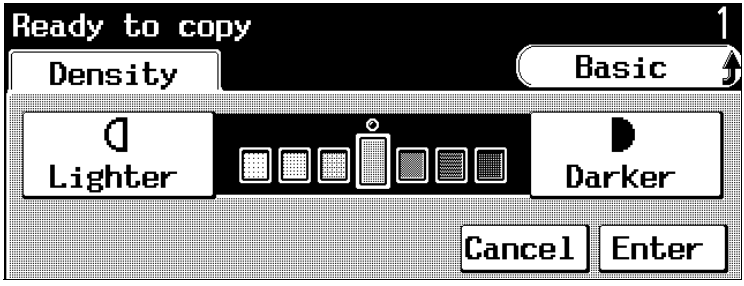


❍ To manually specify the density of the background color, touch [Background], and then touch the Lighter and Darker keys to adjust the Background setting.

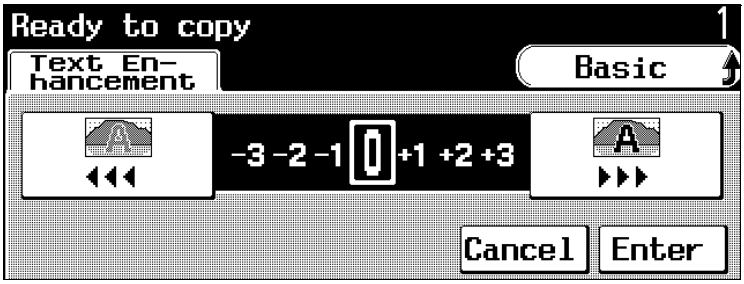
❍ To automatically set the density of the background color, touch [Background], and then touch [Auto].



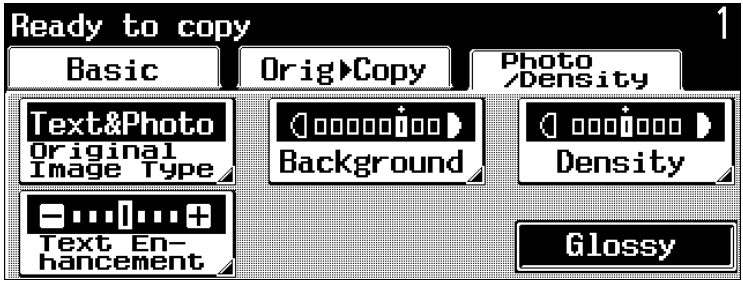
❍ To specify the density of the copy, touch [Density], and then touch the Lighter and Darker keys to adjust the Density setting.



❍ For documents consisting of text that overlaps images such as illustrations or graphs (text with a background), touch [Text Enhancement], and then touch ◀◀◀ or ▶▶▶ to select the desired text density level.



❍ To copy a document with a glossy finish, touch [Glossy].

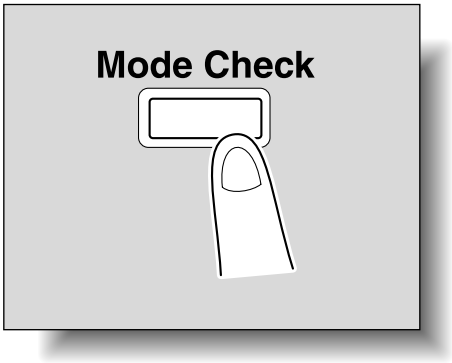


5.8 Checking the Settings

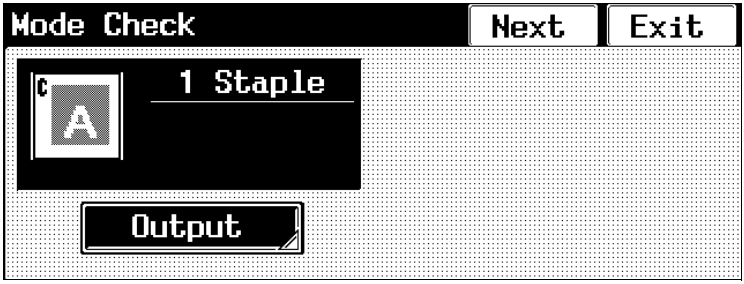
Press the [Mode Check] key in the control panel to display the screens that show the current copy settings. From these screens, the copy settings can also be changed.

To check the settings

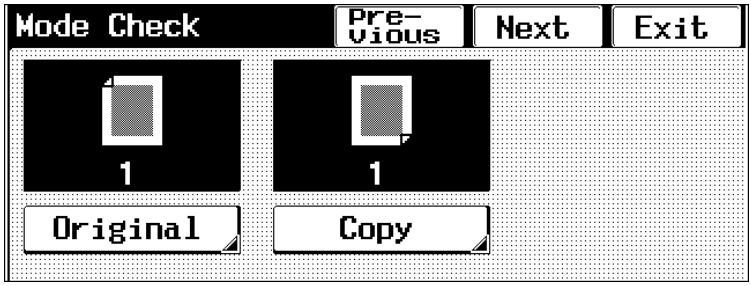
1 Press the [Mode Check] key in the control panel.



The first screen showing the current settings appears.

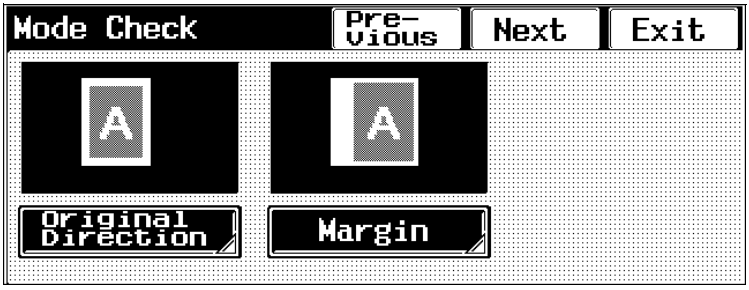


2 Touch [Next].



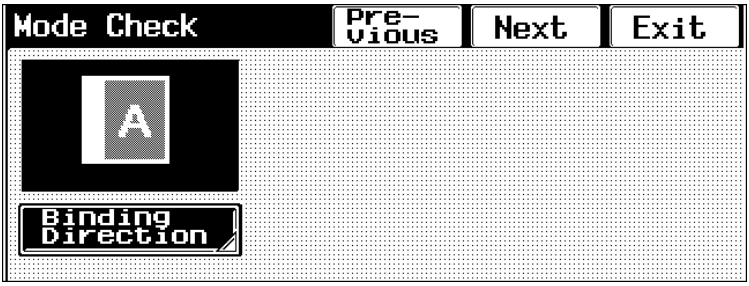
The second screen showing the current settings appears.

3 Touch [Next].



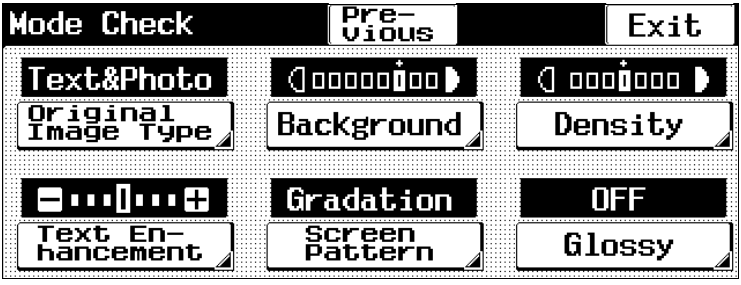
The third screen showing the current settings appears.

4 Touch [Next].



The fourth screen showing the current settings appears.

5 Touch [Next].

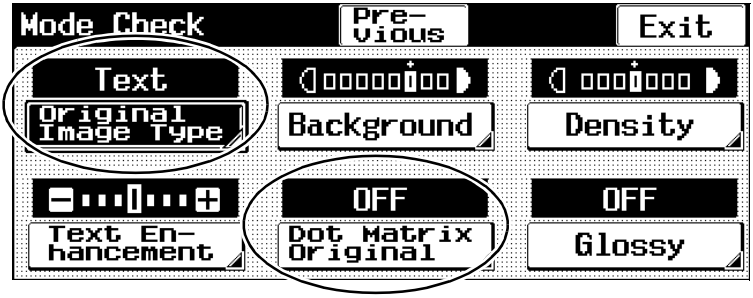


The fifth screen showing the current settings appears.

...

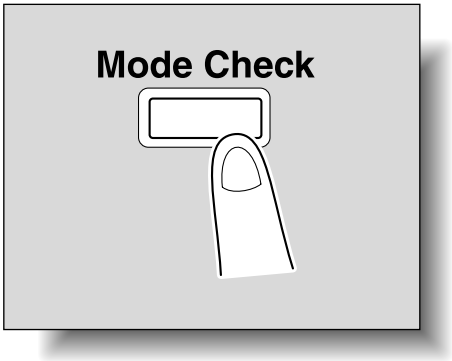
Additional Information

If the [Text] was selected on the Original Image Type screen, the screen shown below appears in step 5.



To change the settings

1 Press the [Mode Check] key in the control panel.



2 Touch [Next] or [Previous] until the screen containing the setting that you wish to change appears.

3 Touch the key for the setting that you wish to change.

The corresponding screen appears.

4 Follow the appropriate procedure to change the setting.

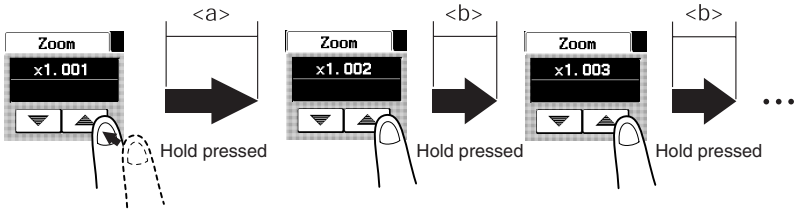
6 Accessibility Mode Operations

This chapter provides information on the Accessibility mode functions.

6.1 Setting the “Key Repeat Start/Interval” Function

If ▼ or ▲ is kept pressed when specifying a zoom ratio, the zoom ratio continues to increase or decrease.

Example: To increase the setting



Key repeat start time and key repeat interval

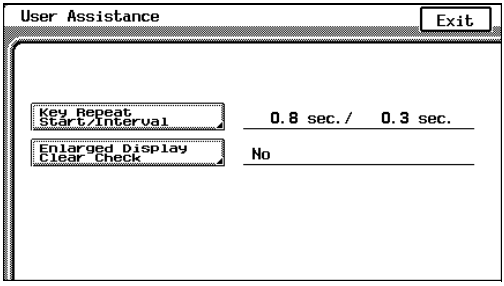
The length of time for the value to begin changing after ▲ is first touched (<a> in the above illustration) is called the key repeat start time. The length of time for the value to change to the next value when ▲ is held down (<b> in the above illustration) is called the key repeat interval.

To specify the key repeat start time and key repeat interval

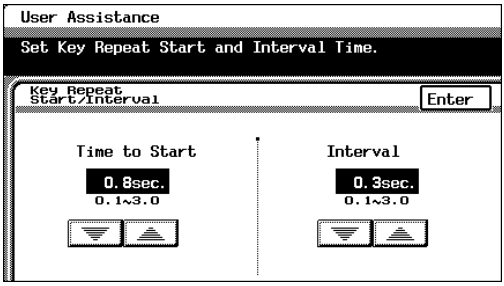
The settings for the key repeat start time and key repeat interval can be changed. (The default setting for the start time is 0.8 second, and the default setting for the repeat interval is 0.3 second.)

1 Press the [Accessibility] key in the control panel.

2 Touch [Key Repeat Start/Interval].



3 Touch [▼] and [▲] to specify the desired Time to Start setting (key repeat start time) and Interval setting (repeat interval), and then touch [Enter].



The key repeat start time and key repeat interval are specified.

4 Touch [Exit].

The Basic screen appears again.

6.2 Setting the “Enlarge-Display Notice” Function

When the panel reset timer operation is performed, a message requesting confirmation to cancel the Enlarge Display mode can be displayed. (The default setting is “No”.)

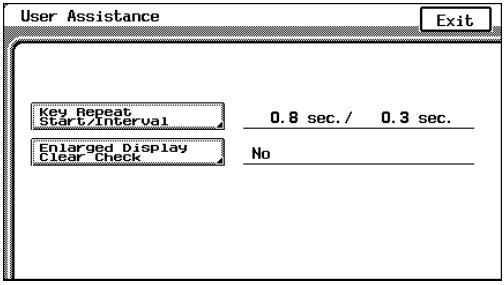
Reference

For details on the panel reset timer operation, refer to “Panel Reset Timer” on page 2-17 of the User’s Guide.

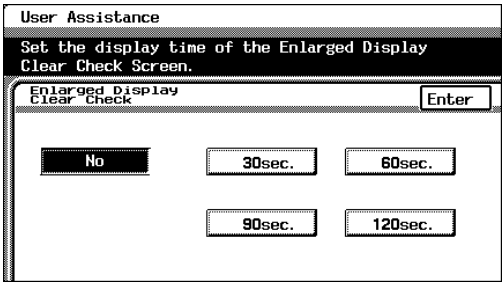
To specify whether the confirmation message for canceling the Enlarge Display mode appears

1 Press the [Accessibility] key in the control panel.

2 Touch [Enlarged Display Clear Check].



3 Select whether the confirmation message for canceling the Enlarge Display mode appears and specify how long the message is displayed, and then touch [Enter].

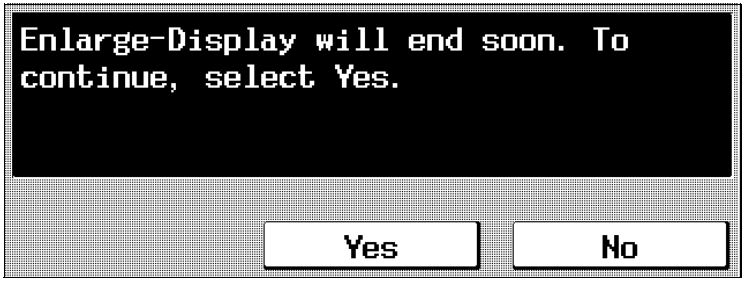


The cancellation confirmation for the Enlarge Display mode is specified.

4 Touch [Exit].

The Basic screen appears again.

Operations for the confirmation message for canceling the Enlarge Display mode



- To continue specifying settings using the Enlarge Display mode, touch [Yes].
- To clear the settings and return the Basic screen to its standard size, touch [No].
- If neither key is touched for the specified length of time, all settings are automatically cleared and the Basic screen is returned to its standard size.

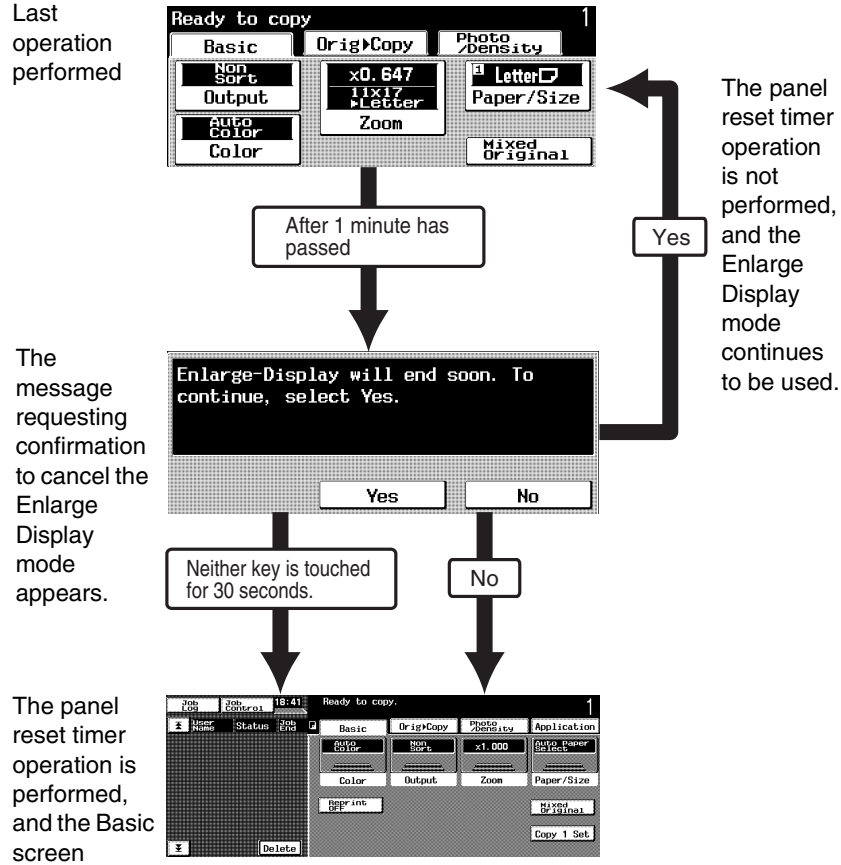
...

Additional Information

The confirmation message for canceling the Enlarge Display mode does not appear before the machine enters Power Save mode or Sleep mode. Since the Basic screen is displayed in its standard size after recovering from Power Save mode or Sleep mode, press the [Enlarge Display] key in the control panel again to continue using Enlarge Display mode. For details on the Power Save mode and Sleep mode, refer to “Turning the Machine On and Off” on page 2-17 of the User’s Guide.

Outline of the Confirmation to Cancel the Enlarge Display Mode

The following diagram shows when the message requesting confirmation to cancel the Enlarge Display mode appears if the “Panel Reset Timer” function is set to “1 min.” and the “Enlarge-Display Notice” function is set to “30 sec.”.



Managing Jobs 7

This chapter provides information on managing jobs.

7.1 Overview of Jobs

Reference

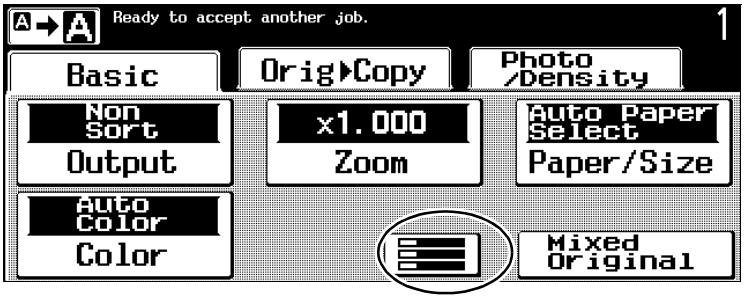
For details, refer to “Overview of Jobs” on page 8-2 of the User’s Guide.

Jobs

If a document is loaded and the [Start] key is pressed, the document is scanned (when used as a printer, the print data is sent by the software to this machine) and the copy (print) operation is queued in this machine. This queued operation is called a job. After a job is queued in this machine, it is carried out. In addition to the jobs that are being carried out, up to 50 jobs can be queued, and the jobs are generally carried out in the order in which they are queued.

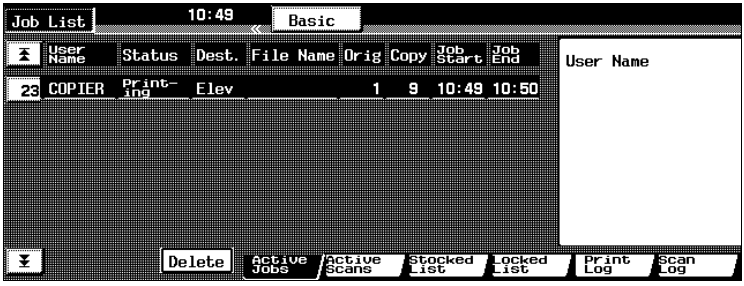
7.2 Displaying the Job List Screen

1 Load the document to be copied, and then press the [Start] key in the control panel.



When a job has been queued, [ ] appears in the Basic screen.

2 Touch [ ].



The Job List screen appears.

3 Touch [Basic].

The Basic screen appears again.

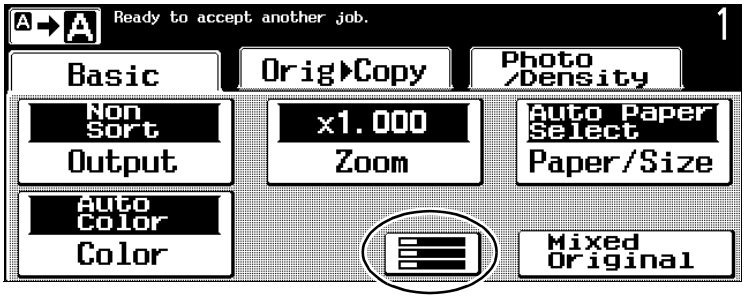
7.3 Deleting a Job

For details, refer to “Overview of Jobs” on page 8-2 of the User’s Guide.

To delete a queued job

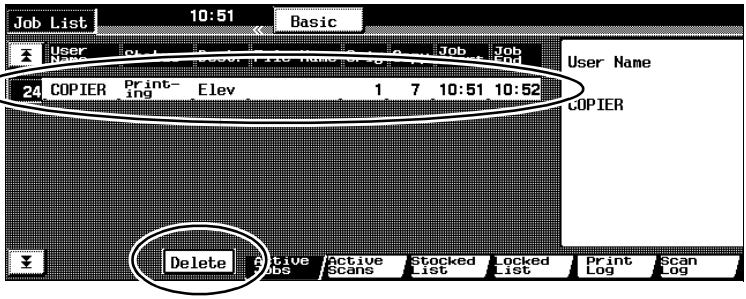
Jobs listed as “Waiting Print” can be deleted.

1 While a job is being printed, touch [≡] in the Basic screen.



The Job List screen appears.

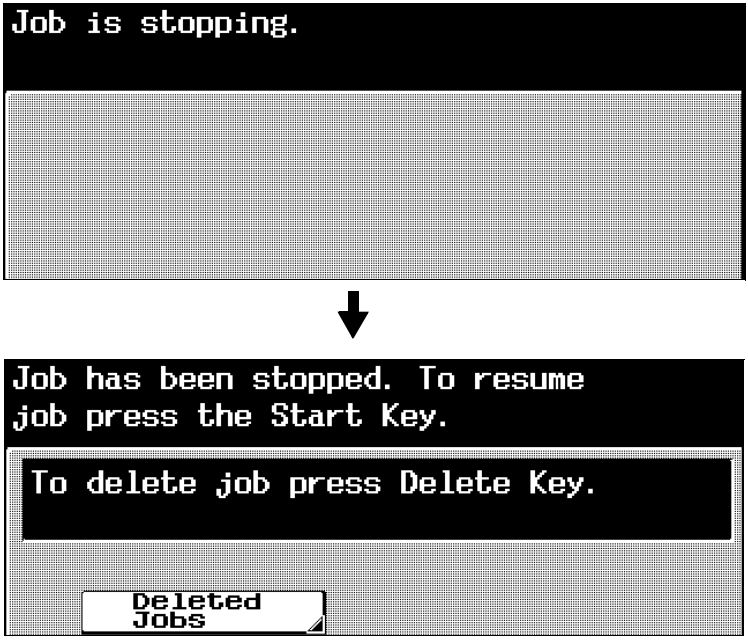
2 Select the job that you wish to delete, and then touch [Delete].



The queued job is deleted.

To delete a job that is being printed

1 While the job is being printed, press the [Stop] key in the control panel.

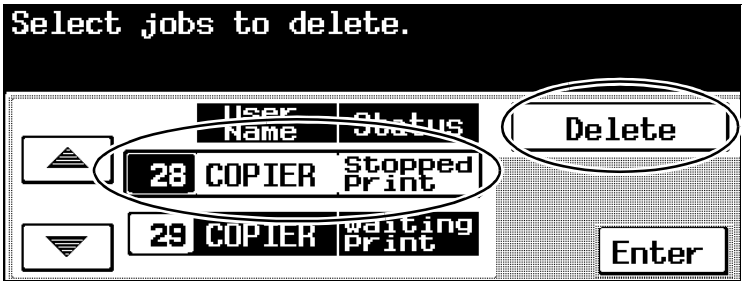


The message “Job has been stopped. To resume job press the Start key.” appears.

2 Touch [Deleted Jobs].

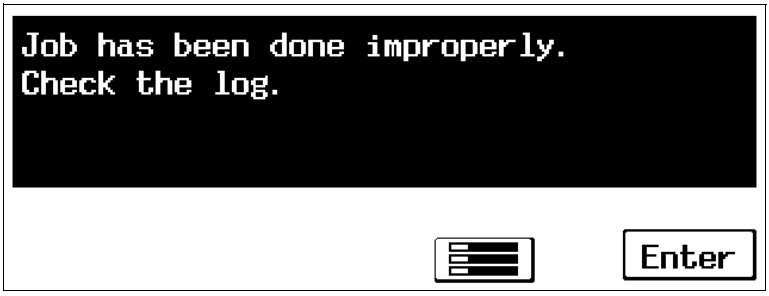
A list of queued jobs is displayed.

3 Select the job that you wish to delete, and then touch [Delete].



The message “Job has been done improperly. Check the record.” appears.

4 Touch [Enter], and then press the [Start] key in the control panel.



Printing of the other jobs continues.

7.4 Job List Screens

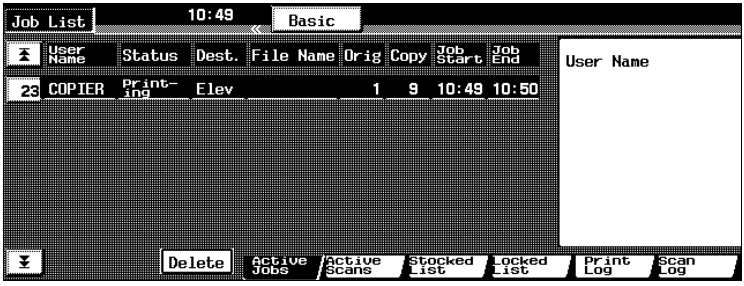
Reference

For details, refer to “Job Log Screens” on page 8-4 of the User’s Guide.

If [≡] in the Basic screen is touched while a job is being printed, the list of queued jobs and their details can be viewed.

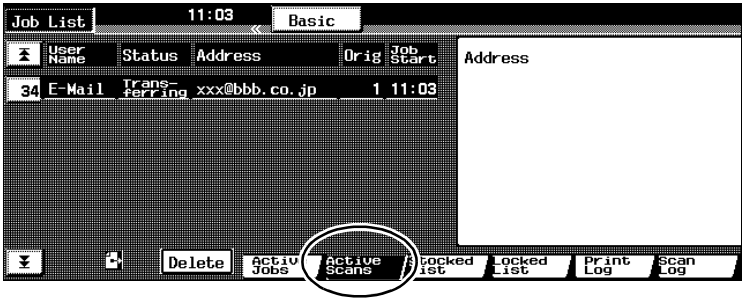
Active Jobs screen

Touch [≡] to display a list of active jobs being printed or queued to be printed.



Active Scans screen

Touch [Active Scans] in the Job List screen to display a list of jobs being scanned or queued to be scanned in Scan mode.

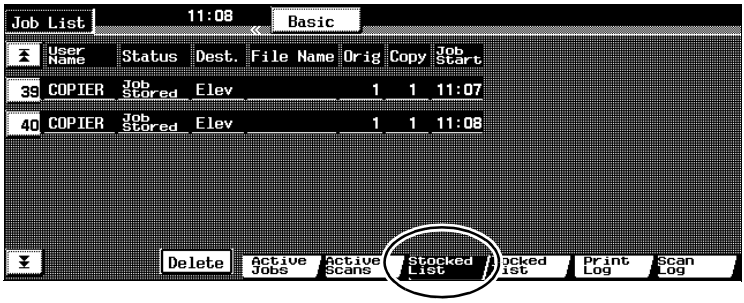


Reference

For details on the Scan mode, refer to the KM-C2230 Printer Controller User's Guide.

Stocked List screen

Touch [Stocked List] in the Job List screen to display a list of jobs stored in the memory.



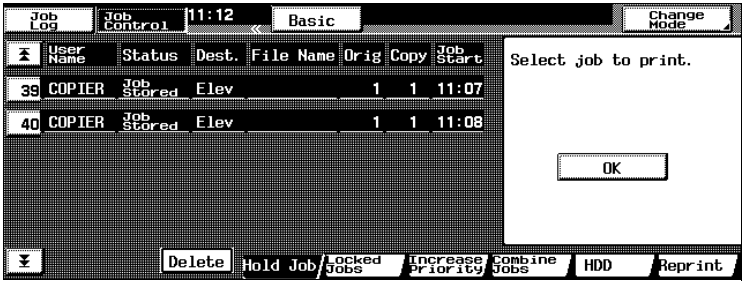
Reference

For details on the “Scan to Memory” function, refer to “Storing the Scanned Image in the Memory (“Scan to Memory” Function)” on page 7-2 of the User’s Guide.

...

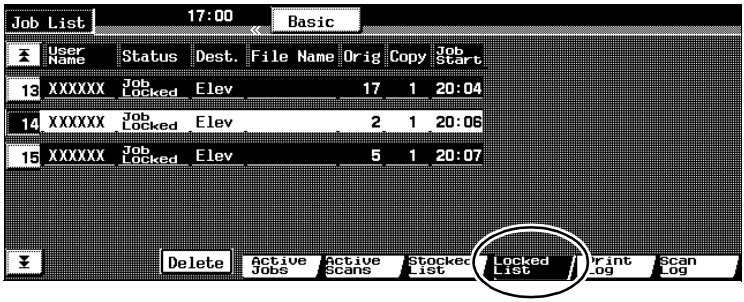
Additional Information

Stored jobs cannot be deleted (printed) from the Stocked List screen in Enlarge Display mode. To delete a stored job, cancel Enlarge Display mode, and then perform the operation from the Job Control screen. For details, refer to "Job Control Screens" on page 8-11 of the User's Guide.



Locked List screen

Touch [Locked List] in the Job List screen to display a list of jobs that are locked and cannot be printed.



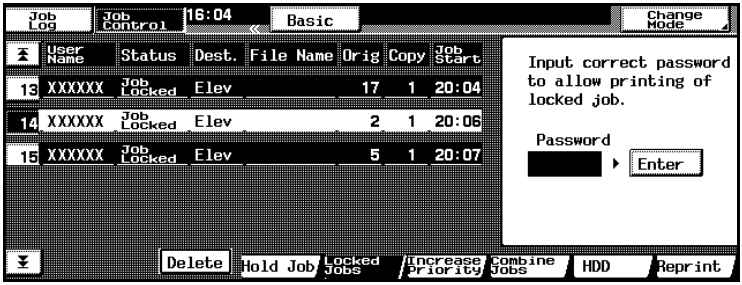
Reference

For details on the “Locked Job” function, refer to the KM-C2230 Printer Controller User’s Guide.

...

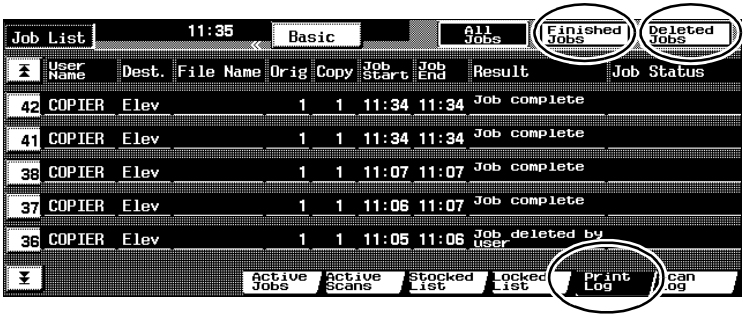
Additional Information

Locked jobs cannot be deleted (printed) from the Locked List screen in Enlarge Display mode. To unlock a job, cancel Enlarge Display mode, and then perform the operation from the Job Control screen. For details, refer to "Locked Jobs Screen" on page 8-13 of the User's Guide.



Print Log screen

Touch [Print Log] in the Job List screen to display a list of jobs that have been printed and those that have been deleted.

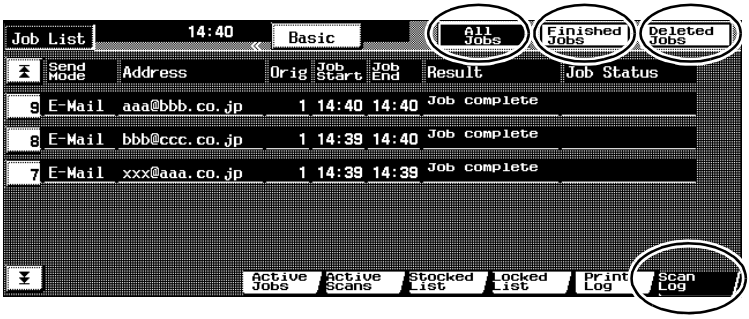


➜ To view a list of completed print jobs, touch [Finished Jobs].

➜ To view a list of print jobs that have been deleted after being queued, touch [Deleted Jobs].

Scan Log screen

Touch [Scan Log] in the Job List screen to display a list of jobs that have been scanned in Scan mode.



➜ To view a list of completed scan jobs, touch [Finished Jobs].

➜ To view a list of scan jobs that have been deleted after being queued, touch [Deleted Jobs].

Reference

For details on the Scan mode, refer to the KM-C2230 Printer Controller User's Guide.

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